

**WCD Executive Minutes**

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| Date & time | Wednesday 27 March, 17:00-19:00 |
| Location | Moore 004/5 |
| Attendance | Nisha Bundhun – VP Wellbeing & Diversity (Chair) (NB)  Hannah Hockin – President (HH)  Alana Penney – Disabled Students Community Officer (AP)  Olivia Davies – Women Students Community Officer (OD)  Naomi Tchesse – Students of Faith Community (NT)  Muscab Salad – Black & Global Majority Students Community Officer (MS)  Francesca Hailey – Community Engagement Coordinator (Secretary) (FH)  Laura Black – Student Voice Manager (LB) |
| Apologies | None received |
| Key for shorthand | Student Union (SU)  Mental Health Week (MHAW)  Cost of Living (COL)  Community Officer(s) (CO)  Black History Month (BHM)  Disability History Month (DHM)  Women’s History Month (WHM)  Liberation History Month(s) (LHM)  Royal Holloway (RH)  Member of Parliament (MP)  Sabbatical Officers (Sabbs) |

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| Item | Action | Responsible | Due |
| 3 | * NB to set up a meeting with NT, FH and the new Chaplain, Reverend Daniel Walker when he joins RHUL at the end of April. * NB to follow up with NT about men and faith sessions | NB  NB | 29/04/2024  29/04/2024 |
| 4 | All COs to write their handovers in term 3 to COs for 24/25. | COs | 10/05/2024 |
| 5 | CO training and process refreshment taking on feedback discussed in the notes below. | FH/LB/NB | 10/05/2024 |
| 6 | Training planning for new CO’s – take in suggested feedback in relation to LHM. | FH/LB | 29/04/2024 |
| 7 | NB to take on suggestions from CO’s for MHAW | NB | 29/04/2024 |
| 8 | NB to take on feedback from CO’s and loop HH into the Stress Buster sessions | NB | 29/04/2024 |
| 9 | LB to take on feedback from CO’s and how this could help strengthen the COL campaign. | LB | 29/04/2024 |
| 11 | FH to plan end of term meal for all current CO’s and invite new CO’s | FH | 29/04/2024 |

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| Item | Notes | Action |
| 1. Welcome | NB introduced FH to the meeting and welcomed the group drawing on some reflections she has had upon the week and outlining the agenda for the meeting. |  |
| 1. Officer Update | NB update:   * Reflected upon the month on events such as Colours ball, Varsity and Leadership Elections * Healthy Relationship Awareness Week Campaign * Women’s History Month: A collaboration between NB and OD, NB elaborated on themes of each week and about the success of the month. * NB is working closely with ALS (Sport) and the assistance of AP to help gain more accessible sport, gym access and sport centre usage for women and disabled students on campus. * Festival of languages and culture: The festival is taking place on Founders Square on 14 May and NB broke down a little bit more about the festival including her plans to collaborate with many cultural societies to celebrate the university’s diversity. NB further explained that as the event falls during the exam period there can be no loud music on the Square and therefore the plan is to present a showcase in the SU in the evening. * International focus group: NB reflected on the focus group that she ran with the International Society in term 2 and wishes to host another with improved attendance. * Manifesto update: NB discussed what has been completed and what is in progress.   HH update:   * Drug and Alcohol Awareness Week in collaboration with NB and signposted the blog posts, sober social and events including mocktail making. |  |
| 1. Student Leader Update | OD Update:   * Reflected upon WHM as a whole and the success of the month. * OD visited 15 different female clubs to film videos about women empowerment and reflections on Varsity. * Promoted the final week of WHM which will see an Instagram collab post to end WHM celebrating women students at RH.   AP Update:   * Continuing work on Disabled Student Experience by meeting with Disability Team and Wellbeing teams at the University. * Neurodiversity Awareness Week and reflections on the week including the Chill Out Zone hosted by VP Soc/Sport.   MS Update:   * Making content alongside RH on getting Black and Global Students to apply for Higher Education specifically master’s programmes.   NT Update:   * Collaborated with OD and put on a session about faith and womanhood at the beginning of March which went successfully. * NT wants to follow up about hosting a session for men and faith and continue developing this session into a series to support students and their faiths. | NB to set up a meeting with NT, FH, and the new Chaplain.  NB to follow up with NT about men and faith sessions. |
| 1. Handover | NB informed the group about their responsibility to write a handover in term 3 to CO’s starting in September to help them navigate their roles. NB suggested to the group that they ought to start thinking about their handover by thinking ‘What would they want to know?’ and CO 101. | All COs to write their handovers in term 3 to COs for 24/25 |
| 1. Reflection and Feedback | NT Reflection/Feedback:   * Spoke on behalf of Faith groups and wanting to be more vocal about upcoming events on social media. For example, NT suggested making reels or frequent posts which would encourage students to tap in their faith. * NT asked about societies training and how this works during Freshers Fair – ‘are committee members trained before Freshers Fair?’ HH responded saying how committee cafes could be refresher training, but committee members do receive training during the summer. HH brought up how training seems to be an issue that causes miscommunication and a lack of awareness towards processes causing friction between CO’s and societies \*see action.   AP Reflection/Feedback:   * Monthly guidelines which would keep new CO’s more consistently present and more specific template plan. * The role to be more broken-down during training.   OD Reflection/Feedback:   * Working with societies and the suggestion of a ‘third person’ to help strengthen engagement with societies. OD feedback outlined how societies need a better awareness on what CO’s do and what the role entails and to what extent CO’s can help societies. * LB responded saying that there needs to be a clearer process on support and the processes that the CO’s need to be aware of. * OD then responded how COs should have a meeting with their relevant societies at the beginning of the year to set the framework out at the start. * NB then suggested about how this could be thread into training. * HH then further responded saying that this could then be applied to the new sabs and how they get involved with LHMs.   LB Reflection/Feedback:   * Guidance for Community Officers and putting on events. If this is created, it will be a better way of helping the COs understand their roles and responsibilities. | FH / LB / NB – CO training and process refreshment |
| 1. Liberation History Months (LHM) Feedback | NB delivered a presentation on the previous events:  BHM: Events, 3 blogs including a round-up on the month.  DHM: 5 events throughout the month and 4 blogs including a blog written by AP.  LGBTQ+ History Month:  11 events throughout the month and 3 blogs.  WHM:  8 events throughout the month and 6 blogs – more blogs for this month due to themed weeks  LHM Feedback:  AP:   * The visibility of DHM and BHM because of their closeness. MS then said how engagement dropped due to lack of consistency. NB responded about how engagement should be consistent throughout the year. * AP felt that the planning is rushed and how the month being at the start of the year potentially damaged the success of the month and the engagement with students as a result.   OD:   * She did have lots of planning because her month fell later and proposed the solution about how BHM should be planned in summer. * LB responded how this is something the Student Voice team want to do and are planning on doing with DHM and BHM being planned in summer. NT proposed a counter point as how the earlier the month can bring in reactive students that can bring in better engagement as students are actively putting themselves out there further. * CO’s who don’t have a LHM if they could collaborate with other CO’s who do.   Further Feedback – NB asked how the lead on the projects (Sabbs) should be delegated by the SU Voice Team:  AP:   * Suggested that both the Sabbs and Students should get involved the month as the guidance from both sides is importance. * fed back about a solution to CO’s not having LHM and how this could be solved by larger meetings with all the CO’s so they can communicate how they want to help each other.   HH:   * She wished that the CO’s should be at the front of these events. * HH suggested that a major meeting should be organised at the beginning of the year between the Sabbs and the COs to help organise who is responsible for what – NB then suggested how this could extend to a focus group that draws more students to get involved with campaigns and organising to showcase the ops that Student Voice provides.   LB:   * Actioned for training development to ensure that this feedback would be addressed and suggested that during the informal training at the end of term 3 this question could be pledged | Training planning for new CO’s – take in suggested feedback in relation to LHM. |
| 1. Term 3: Mental Health Awareness Week | NB delivered the plan for MHAW and asked for feedback.  OD:   * Highlighted how craft events are often better received in comparison to exercise events. * Suggested NB to get in contact with Men’s Football, Tennis or American Football to widen the audience and increase engagement / collabs. * Exam reflection blogs, tips and tricks and post-exam reflections. NB then responded how many of these will be included in the Stress Buster Plans   HH:   * Highlighted the Virginia Water event and how this is probably too much time.   AP:   * The events are very female orientated and how can the events be shifted to suit a male and female audience. NT suggested that NB should do a football or a board games night to help counter this issue raised by AP. | NB to take on suggestions from CO’s for MHAW |
| 1. Term 3: Exam / Stress Buster Plans | NB delivered the plan for the Stress Buster Plans and asked the group for feedback:  HH:   * Asked to get involved in Academic Support as it feeds into her own manifesto. * NB to create talking videos as opposed to Canva created posts as they gain the most engagement.   AP:   * Suggested a blog on support and advice during the 23-hour online exam period. * Including ‘library etiquette’ videos that work in a light-hearted or humorous manner that helps set some boundaries but will receive engagement.   OD:   * Suggested NB to collaborate with societies including Mentality and Taylor Swift society to put on events and help collaborate. AP then further suggested Art Soc, Game Soc   NT:   * Suggested talking to the Careers Team about post-university stress and worries. OD further suggested about how the Careers should go to the Wellbeing festivals. * Suggested how there could be videos or content about the ‘best ways to revise’ these could be geared to first years who are new to the university exam and assessment systems.   NB responded by asking if inviting CEDAS to events throughout MHAW and feedback from the group agreed that CEDAS should be contacted and introduced earlier. | NB to take on feedback from CO’s and loop HH into the Stress Buster sessions |
| 1. Cost of Living Update | LB delivered a presentation on the Cost-of-Living Campaign providing an update to the group:  As this is the first time this content has been brought to Exec, LB explained the different areas in the first half of the presentation (listed below):   1. Financial elements and lobbied the university for storage space and reduced nursery fees. For the future there are conversations about more paid roles, loyalty card for Café on the Square and want to lobby the Careers department to make more personal plans for students and have a focus on gaining students part-time roles that will support students especially international students to support their studies and prospects. 2. Community – exploring discounts for students in local bus companies. The advice centre will do a campaign on discounts etc. LB then talked about the Sabbs and their meeting with MP, Ben Spencer and about Part-Time Students and reducing their council tax and the exposure of part-time jobs. 3. The introduction of Foodbank vouchers in the Advice Team meaning that Students can access Foodbank vouchers if they need them and additional support.   Second half of the presentation and content – future for the COL Campaign:   1. COL as criteria in the Student Group funding framework and the access fund – LB broke down about how the access fund works and that it will be in place for the next academic year. 2. Student SU calendar of all events in one place for students to easily access and compare all SU events. 3. Second hand sales for clothes, books and sporting equipment and kits. 4. The introduction of the Loyalty App and further promotion of the app to help students save money on campus. 5. Future collaboration with RH’s money advice team to educated students on budgeting. 6. HH ‘Thrifty Thursdays’ and the success of last week’s meal deal giveaway. 7. How can the SU grow the access fund to all SU activities not just Students who participate in Sports.   LB rounded the presentation off by reflecting on the Sabbs meeting with MP, Ben Spencer and how they spoke to the MP about COL specifically maintenance loans, council tax for part-time students and taking part in national action.  Feedback from COs and group:  NT:   * Suggested to LB and NB about collaborating with local churches / faith centres and thought about how they can collaborate with in the future. Networking with the local community to help fund students in the future. E.g., Black tie events or fundraising events to raise money for the Access Fund.   AP:   * How the Access Fund should be widened for more students as opposed to only students in socs and sports who are eligible. This could be countered as suggested by LB if students don’t meet the criteria, then they should be forwarded to the Study Support Grant or other relevant services on campus. LB’s plan is to reach out to see other pockets of funding to see how the SU can support across the university. AP then further suggested how these could then be linked on the Access Support response email for quick support and making clarity on the support on the website. | LB to take on feedback from CO’s and how this could help strengthen the COL campaign. |
| 1. Never Ok Campaign Update | HH delivered a presentation on her Never Ok Campaign:   1. Campaign Objectives – HH drew attention to what is happening at universities bringing in data form NUS. 2. Focus on national campaigns e.g., TFL and University of Reading campaigns. 3. Work so far and bringing up the website and reflecting upon the Consent and Active Bystander training delivered in term 1. Around 40 students who turned out for the event and the groups who showed up have a sticker showing they took part in the training. 4. What’s next?  * University: University guidelines and communicating these guidelines to student + Lobbying the university to make the Consent module devised and pushed by academics against assault to make it mandatory + additional work… * SU: the initiative is still in progress, but areas are being proactively worked on. + policy and education * Consent and Bystander training – push for committee members and leadership roles. Training, penalties, Moodle quiz. |  |
| 1. AOB | CO end of term meal:   * FH to think about other alternatives – pizza night – something more relaxing – hire out the games room in the packhorse. * OD – Can’t make after 31st May | FH to plan end of term meal for all current CO’s and invite new CO’s |