

Education Executive Minutes

Date & time	11 Nov 2025 – 17:00
Location	Founder's Board Room
Attendance	Matthew Paterson, MP (VP Education, Chair) Olivia Davies, OD (President) Joshua Walker, JW (School Rep) Raaina Kumar, RK (School Rep) Dominika Biel, DB (School Rep) Delilah Ferry-Swainson, DFS (School Rep, Commuting Students' Community Officer) Marie Cordingly, MC (School Rep) Ajay Khadke, AK (PGT Community Officer) Mackenzie LeVernois, MLV (Co-opted member, PGR Representative) Noah Blackham, NB (Co-opted member, Humanities representative) CJ White, CJ (Academic Communities Coordinator, Secretary)
Apologies	Liam Elvish (School Rep)

Item	Action	Responsible	Due
2	MP to consult with MC about timetabling in EPMS.	MP	28 Nov 2025
3	MP to investigate inter-collegiate deadline stacking	MP	28 Nov 2025
3	OD to speak to VPSocSport about intercollegiate timetables	OD	28 Nov 2025
5	NB and MLV to discuss Master by Research issues and discuss with doctoral school	NB/MLV	28 Nov 2025
6	MP to improve knowledge on what is at the London campus and advertise the Hub more	MP	Jan 2025
7	MP to raise concern with EPMS about exam with writing code on paper.	MP	28 Nov 2025
7	MP to investigate compressed modules in Humanities/Classics.	MP	Jan 2025
7	MP to investigate when exams happen in relation to teaching and investigate how to mitigate exams happening months after teaching is complete.	MP	Jan 2025
8	CJ and MP to pick up conversation regarding infographics on transformation and academic communities.	CJ	Jan 2025

8	MP/CJ to create a handover document for School Reps	CJ/MP	May 2025
9	MP/CJ to organise a meet and mingle for School Reps and Community Officers.	CJ/MP	9 Dec 2025
9	CJ/MP to work on supporting School Reps in meeting staff within their Schools – like a partnership meeting over summer.	CJ/MP	Jan 2025

Abbreviation	Meaning
NSS	National Student Survey
PT/PTs	Personal Tutors

Item	Notes	Action
1. Welcome	MP and OD introduced themselves. Introductions around the table were given as co-opted members may not have known everyone else.	
2. Officer Update	MP update: - MP spoke about the circulated paper. - MP explained his role as Vice President Education, student representative and trustee including how he advocates for students' academic interests. MP explains he is working on Moodle templating, Personal Tutors and representing students in meetings. - MP spoke about Moodle templating – streamlining Moodle to make it more accessible. Trial periods in the next academic year sept 2026. - MP spoke about library equality impact assessment about Jisc membership – conversations ongoing with the University and Library. - MP explained the various meetings he attends including the parliamentary group on the recent white paper on University Tuition fees. Issues for international students raised. - MP explained NSS and why it is important. Working with the University on this. - MP explained current campaigns such as wobble week and university team drop ins, skills week. Improving student understanding of regulations, Extenuating Circumstances and marking, financial support week, MENTIONIt.	MP to consult with MC about timetabling in EPMS.

	OD update: - Update for the sabbs that were not present. - Introduced each of the sabbs and what they individually work on. - OD explained Priority 8 and why they were introduced, and how they were chosen including how the Priority 20 themes are chosen. - OD explained how the Priority 8 were assigned and who has which priority. - OD explained her own P8 which are parking on Egham campus and more financial support for students. - OD explained the introduction of Sabbcast, the Podcast, which was started to allow students to have an insight into the Sabbs' personalities and their individuality. Sabbcast is something David enjoys especially. Students and school reps may be asked to join Sabbcast to talk about their work. - OD is working on EDI action plan at the SU. - OD explained that exciting things are coming with parking, but processes are in play currently. Current work includes advertising permits for campus and advertising all the parking spots on campus on social media. More updates on this to come, - Financial support week – OD explained all the events that are going on and explains the cost-of-living survey. Today was 'Budget Tracker Tuesday' and black bullion event. Tomorrow is 'We've got you Wednesday' where community cupboards will be launched. Free non-perishable food on campus. Three smaller locations in student lounges and one bigger cupboard in Tommy's Lounge. - Future Friday – HSB bank coming in and a Q&A from Alumni about how to manage money. - Westminster – MP and OD going to speak on financial support for students. Vaishnavi's update (delivered by OD): - VP Wellbeing and Diversity. - Sits on all equity groups (Race, LGBT+, Gender, Disability). - Works with community officers.	
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	- Working on Black history month and disability history with community officer. - Launched Mind the Gap guide for international students with tips and tricks. - Guide is on the website (Mind the Gap - A Guide to UK & Uni 101) - Priority 8 – cheaper and frequent transport: realign bus times, lobbying first Bus company. - Priority 8 - More affordable and cheaper food options on campus – halal food products in shop and market day, part of Break Launch, working on loyalty system. David's update (Delivered by OD): - VP Society and Sport. - Day to day work on Freshdesk tickets for student groups. - Running MENTION It with MP – breaking stigma for men's mental health and running a tournament, wellbeing walks. - DG's passion is film and videos, so he features in a lot of social media posts. - Priority 8 – student friendly timetables and cheaper SU Events: - o Toast making a return (free entry, cheaper drinks) - o 50 free tickets given out each night – working to solidify this. MC asked if timetables for next term are confirmed. MP says it should but there could be changes depending on room booking or timetable clashes. MC said her course has 5-6 activities in day with few breaks. MP to liaise about this.	
3. Priority 8	MP explained Monday's focus groups and about the Assessment review that will be undergoing. Aims to understand what students want to see and outline what is achievable. SBM release deadlines in advance which is something that would ideally be implemented everywhere to give students more agency in choosing deadlines and modules. MLV says at other Universities there was a mandate that no assessments above 20% would happen around exams. NB explains that Humanities have few exams, so exam weeks are repurposed for other assessments.	MP to investigate inter-collegiate deadline stacking. OD to speak to VPSocSport about intercollegiate timetables.

	Wants clarity around what should happen when students do not have an exam. NB explained tests happen in class and as class does not happen tests cannot happen during assessment week. DFS said shorten modules, assessments happen one/two weeks after teaching happens meaning students are completing assignments before being taught the content. MP said this was different in his experience in LSS and so this problem did not happen. NB said deadline stacking is mostly a problem within department, not because of inter-departmental courses. NB asked what will happen under faculties. MP unsure due to lack of information released, however it should be better as joint honours are more likely to be within one faculty than multiple schools. DFS discussed inter-collegiate degrees as they have most deadline stacking. NB mentioned inter-collegiate timetabling being an issue. MP discussed social study spaces and Performing Arts societies using practice spaces. Ongoing work on this. MLV questioned whether office spaces will remain the same or if things will move due to departmental merging. MP asked what would be preferred. MLV said PGR have inconsistent study spaces so consistency and maintaining spaces is important. MLV said doctoral school is working on PGR social space. MLV wants MP to note this.	
4. RHSU EDI Action Plan	OD is working on EDI in the organisation but is not consistent. OD is pushing consistency and best practice through her action plan. OD explained discussions of EDI with each department in the SU and that is how the action plan was made. The three themes are: Educate, Empower and Influence. OD is passionate that EDI comes from all areas and wants it at the forefront of what they are doing.	

	OD explained all staff EDI afternoon with Alice – discussion on what EDI is and what it means to people. OD explained activity – three questions and EDI framework will be based off this. People plan will then be made after OD is gone. OD is passionate about embedding EDI in everything we do and that includes student input. Attendees completed this activity in groups and gave input on the three questions.	
5. Academic Transportation and Representation	MP outlined paper and indicated the main change is the transition from Schools to Faculties. MLV suggested that 1-3 Representatives per faculty would be beneficial, and a PGR rep per faculty. NB raised concerns about Representing Faculty of Arts, Humanities and Social Sciences. Would like something above senior course reps. DFS does not one school Rep for Faculty of Arts, Humanities and Social Sciences. NB asked what is being standardised about credits and referencing style, especially with departments merging. MP outlines current plans from the University about standardised credits and taking modules in other departments. RK asked about major/minor concept. MP says there are discussions, but no confirmation. NB asked about merging departments. MP confirmed departments will be merging in two stages. MC thought reps were a lacking chain of command. Wanted layers to be implemented as there are jumps between the level. School Rep and vice-school reps/ similar for faculties. Wanted someone at the top to provide guidance. DB said she has been thinking about this as she works on a lot on her own so a deputy would be useful.	NB and MLV to discuss Master by Research issues and discuss with doctoral school

	DFS would find this useful for interdepartmental communication. NB thought that faculty reps or equivalent needs to be mandatory to have one from each department. MLV suggested co-department reps to help discussions between departments. DB brought up Representation Leads. Not well translated. Title does not make sense – needs to say something about Academic Committees. NB wants termly or half termly meetings with all Reps. MP stated that school Reps have been encouraged to run town halls to increase engagement. MLV wanted us to work on PGR representation. CJ raises question about lack of PGR community Officer. MLV says that there are lots of roles and it makes it hard to understand what these roles do. Clarification or merging positions - collaborating with doctoral school more on this. NB explained master's By Research vs MRes. Access to none of doctoral resources. MLV says this could be raised to Doctoral School. NB said students in Humanities are worried about department and school culture being obliterated. Loss of community is a concern. DFS is hoping to do cross-school events to protect and develop communities. MLV said PGR are excited to have more community and belonging and interdepartmental training opportunities. DFS thought events will be harder under faculties as there are more students to consider and not enough budgets. MLV asked how departmental budget changes will be worked out. NB asked if School Reps could have room booking powers and a budget, like as societies. MP said we	
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	would like to increase agency and independence of school reps. Attendees agreed. MC asked about Foundation years sitting in PDA. Will this be the same? MP explained that faculties will run their own foundation years. This may make students feel more included.	
6. London Campus Engagement	MP outlined problem with London campus – lack of engagement. MP asked for ideas on increasing engagement. NB asked what is at the London Campus. NB thought if there was more there, students would have a reason to travel there from Egham. NB explained he does not know of any Humanities courses there so there is no connection. JW said Business and Law are excited to be playing a part in the expansion. DFW plans on collating information about the London campus. MP says the University are keen on making spaces there. NB asked if students could book overnight spaces on London campus to stay there for a few days at a discount. MLV talked about accommodation in central London. NB asked if booking the hub could be advertised more so London students are more inclined to come to Egham.	MP to improve knowledge on what is at the London campus and advertise the Hub more
7. Assessment Review	MP explained the future of assessments. MP explained mixed reception; the University is reviewing what could be done instead. This could aid in deadline stacking and building skills for future work. RK met with course reps – not happy with deadline stacking. Students need to revise lots of topics but do not have enough time to revise. Group projects were once weighted 50%, 50% exam but is now 20%, 80% which seems to work better. MP asked thoughts on being assessed not as a group but on reports done as by the individual.	MP to raise concern with EPMS about exam with writing code on paper. MP to investigate compressed modules in Humanities/Classics.

	JW said students like exams weighted less than 50%. JW has been working with staff on what modules, exams and assessments will be updated to. DFW said some modules have assessments that do not match the credit weighting. She would prefer this be consistent. NB said that in Humanities word count contributes to weighting of the assessment. Around 8000 words for 30 credit and is split based upon that. MP that is mostly the case but there are exceptions. MC said she has had feedback on too much coursework. Has minimum two coursework pieces at a time with no reading week so constant pressure. (Believe this is for Computer Science specifically). MP asked what could resolve this. MC said other Universities have a 'work week' of work but no lectures, so things get done but no new knowledge gets put on students so they can catch up. DFS would like support for students without a reading week during reading week. MP asked for DFS to expand on this. DFS would like events or a campaign to show support for those students. NB suggested study sessions. This would be good for PG as campus gets empty and this can be disheartening. RK asked about PT support. MP said the University are looking at how PTs works and explaining what they should be doing. Senior PTs have been introduced to give more guidance to staff. MP working on giving students guidance on what to do with their PT. OD says signposting guide is being worked on. MLV would like a standard of what the minimum and maximum weighting of assignments should be. MLV wants modules to be merged. NB asked about compressed modules. MLV raised concerns about when exams are in relation to teaching.	MP to investigate when exams happen in relation to teaching and investigate how to mitigate exams happening months after teaching is complete.
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	JW raised concerns about Pass rates. MP says this is a concern and is being looked at. MC raised concern about exam with writing code on paper. MP says he will raise it.	
8. Academic Communities Discussion	CJ provided an update about Academic Communities and their launch to students in September. CJ explained what Academic Communities are and gave the background of representation lead. MLV asked about whether PGT/PGR reps are academic communities, CJ explained these are PG communities. DFS asked if they are called societies or communities and said that they are still called societies and that this is confusing. CJ explained some groups have kept the names, some are being changed still (Drama), and some groups like Physics have opted out. DFS suggests making clear difference between societies and communities and course reps and representation leads. MC suggests making communities more inclusive. Computer Science only uses discord for example. CJ says they will raise this at EPMS network event they are attending but explains they cannot directly control channels of communication. Feedback will be passed on. CJ and MP to pick up conversation regarding infographics on transformation and academic communities. JW asks for clearer handovers and more unified handovers for School Reps.	CJ and MP to pick up conversation regarding infographics on transformation and academic communities. MP/CJ to create a handover document for School Reps
9. School Rep 121s	JW likes the action Log as it makes it easier to manage. Thinks we meet enough. DFS likes the ability to touch base. OD asks if it would be beneficial to have a meet and mingle with community officers? School Reps agree. DFS wants more support in meeting the staff in school.	MP/CJ to organise a meet and mingle for School Reps and Community Officers. CJ/MP to work on supporting School Reps in meeting staff within their

		Schools – like a partnership meeting over summer.
10. AOB	MP provides dates for Jan rep recruitment. MP proposes Coffee morning for School Reps at end of this term.	