

### Sports, Societies & Opportunities Executive Minutes

Date & time	Monday 20 March, 5-7pm
Location	SU Board Room / Microsoft Teams
Attendance	<ul style="list-style-type: none"> <li>Hannah Hockin (HH)- VP Societies and Sport (Chair)</li> <li>Maia Jarvis (MJ)- President</li> <li>Laura Black (LB)- Student Voice Manager</li> <li>Aran Pascual Quiros (APQ) - Representation and Democracy Coordinator (Secretary)</li> <li>Daniel Phillips (DP) - SSO member</li> <li>Tana Randle (TR) - SSO member</li> <li>Myles McEvoy-Palfreyman (MMP) - SSO member</li> </ul> <p>Absences: Esther Uwadione, Jaswanth Thummala, Orla Crane, Makhmud Abdulkerimov</p>
Apologies	George Pridham, Max Woollett

Item	Action	Responsible	Due
Committee Handovers	To look into the feedback received and assess the current handover system	HH	Next SSO
Finance Accounts Accessibility	To look into the possibility of a name change for the restricted account and assess the feedback received	HH, LB	ASAP
Student Engagement	To look into the feedback received and assess the current system to see any possible areas of improvement	HH, LB	ASAP

Item	Notes	Action
Introduction	<ul style="list-style-type: none"> <li>HH introduces the section by tracing back through the month of March</li> <li>Regarding manifesto it has taken a pause due to events but is hoping to finish up some manifesto related things after Varsity</li> </ul>	
Committee Handovers	<ul style="list-style-type: none"> <li>HH introduces the topic and asks if anyone has any burning questions about committee handovers</li> <li>DP is not in any committee but wonders what will be on</li> <li>HH starts               <ul style="list-style-type: none"> <li>If you have received a handover form what have you found helpful?                   <ul style="list-style-type: none"> <li>TR mentions how it really depends on the society the quality of the handover they will receive, mentions adding a section on Freshdesk.</li> </ul> </li> </ul> </li> </ul>	

	<p>Mentions shadowing for new committee as a chance to fully understand what committee does to understand.</p> <ul style="list-style-type: none"><li>○ How can we encourage committees to write handovers or offer shadowing?<ul style="list-style-type: none"><li>● TR says the biggest thing is to target the new committee rather than the old committee, so they are aware that they should be receiving a document to pressure the old committee</li><li>● MMP says from their experience there has been a bit of change on what is constitutionally required for the role. Mentions if the SU could provide a general template on what needs to be included, but acknowledges that it changes a lot from society to society</li></ul></li><li>○ Legacy in handover writing sessions<ul style="list-style-type: none"><li>● Template structure and session explaining</li><li>● TR mentions a handover writing session would be very helpful and especially to have the new committee in the room</li><li>● DP mentions that a full change of committee would be the situation where people would need the most support</li><li>● HH agrees that not having a handover makes it very tricky to build everything from the ground up</li><li>● TR mentions that it would be crucial for every student group to have a password document so it gets easily accessed</li><li>● DP says in Volunteering they fill up a Google Form in handover and something similar could be helpful</li><li>● MMP mentions that the dates of Summer elections might be tricky to work it out</li><li>● DP mentions that it can be very overwhelming for committees that do not receive handovers</li></ul></li></ul>	
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<p>Finance Accounts Accessibility</p>	<ul style="list-style-type: none"> <li>• HH introduces that especially treasurers are not fully aware of what the restricted account actually mean <ul style="list-style-type: none"> <li>◦ If you have used the account what feedback do you have? <ul style="list-style-type: none"> <li>• TR mentions how a lot of groups are not aware of the fact that the restricted account is for core purpose and the social account is for a different purpose</li> <li>• MMP mentions perhaps changing restricted to savings to encourage not spending it all in one go</li> <li>• LB mentions that "savings" might not work in the charity sector but agrees in changing the name</li> <li>• TR mentions changing it to "core purpose account"</li> <li>• LB mentions it was named restricted due to charity wording but that it does not translate through the students, but it does not actually matter what the account is named. She mentions that this is the first year that she has encountered multiple groups thinking that they cannot spend anything from that account</li> <li>• MMP mentions if there is a way to transfer money through accounts</li> <li>• LB mentions it's very flexible unless it is from the Core Purpose account</li> </ul> </li> <li>◦ Is there any accessibility issues? <ul style="list-style-type: none"> <li>• TR mentions that they didn't know that they were not aware that grant money received did not get put directly into the core purpose account and needed to be moved</li> <li>• LB mentions that it works like this due to grant money that is not claimed gets reclaimed if unspent at the end of the year, the only money that gets transferred directly to restricted is the Summer grant</li> </ul> </li> </ul> </li> </ul>	
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<p>Student Engagement</p>	<ul style="list-style-type: none"> <li>• HH introduces the topic mentioning how student engagement has been an issue with SUs across the country in general</li> <li>• What is your opinion on this, have you seen a drop-off <ul style="list-style-type: none"> <li>○ TR mentions that the term 2 drop-off this year was a lot more intense than she usually experienced, mentions the library is a lot busier and perhaps there is a correlation between the two? She says that everyone she talks to says they have a lot more assignments that she used to when she was in their year, mentions that assessments are changing</li> <li>○ MMP agrees that he has seen it more from the first years, first-year drop off has been a lot more intense and that it might have to do with the non-restrictions of the pandemic this year. Mentions that it should be done by research and explored further, finding a reason for this would be crucial</li> <li>○ DP agrees to all the above points and that every committee mentions they have the same issues</li> <li>○ MJ agrees that it would be amazing to quantify that and that the College has a formalised education structure of teaching and it could be what happens, and those consequences</li> <li>○ TR says that every time they talk to people the number 1 reason is assessment</li> <li>○ MMP agrees that it seems everyone is in 3rd year</li> <li>○ DP mentions that it's interesting that it's nation wide</li> </ul> </li> <li>• What would make you as a committee member to get involved in what the SU is doing? <ul style="list-style-type: none"> <li>○ TR does not think they have any ideas on this, and that sometimes you might not be able to hit every audience. The first thing is to look into why people disengage</li> <li>○ MMP mentions that it is key to get in there and know what happened and quickly so it does not affect committees next year. Try to rectify or cushion the impact of the year</li> <li>○ TR mentions if there is a way to access engagement with the University</li> </ul> </li> </ul>	
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	<ul style="list-style-type: none"> <li>○ It would be helpful to see a comparison with pre-pandemic measures</li> <li>○ HH mentions it could be included in the termly update</li> <li>○ MMP mentions it could be tracked as how termly memberships gather engagement</li> </ul>	
Update on SU Security Review and Student Safety Measures	<ul style="list-style-type: none"> <li>• MJ mentions spiking as the main aims of her manifesto and wants to gather thoughts on how the SU is doing in this department</li> <li>• Are any of you hearing what you want to see?</li> <li>• Refreshed comms in spiking, it has not been as prominent as it was meant to be and it is mostly due to the VP W&amp;D post</li> <li>• Spiked? - update on the campaign page and a slider in the SU page, posters &amp; digital screens around education, reporting. Advice Centre as main campaign support for educational materials.</li> <li>• Consultation this month and Molly running comms side following this</li> <li>• SU Security, survey ran in January - 350/400 responses - process of turning this into recommendations and action</li> <li>• COO looking into spiking refreshing courses</li> <li>• MJ mentions that spiking should be embedded into the Comms plan, especially before big SU nights</li> <li>• Feedback on the Campaign page <ul style="list-style-type: none"> <li>○ TR mentions that it should be a lot higher up on the page what to do when you think you have been spiked</li> <li>○ DP mentions that something to stand out with number to call - NHS inspiration</li> <li>○ Making it stand out, adding videos (e.g. what to do if you think your friend has been spiked)</li> <li>○ HH agrees that it was planned to add more resource on what support was offered already by the SU</li> </ul> </li> <li>• Broader than the website, is there anything that you want to see from us in terms of communications and actions around this topic? <ul style="list-style-type: none"> <li>○ DP mentions keeping it consistent, especially around bigger events. It was mentioned in SSO last year that having infographics in the ticket website when you go to buy a ticket</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"><li>○ TR ensuring that the main message is not victim blaming and that it is very clear that it is a crime from the comms provided</li></ul>	
AOB	<ul style="list-style-type: none"><li>• Attendee survey to be done for Varsity, Colours and Socs</li><li>• LB mentions that Marta, Sports Club Coordinator will be leaving the SU at the end of next week and that some roles in Opps might be coming out for graduates and to keep an eye out</li></ul>	