

SSO Executive Minutes

Date & time	24 th of November 5-7pm
Location	The Board Room & Microsoft Teams
Attendance	<ul style="list-style-type: none"> ○ Hannah Hockin (HH) - VP Sports & Societies (Chair) ○ Maia Jarvis (MJ) - President ○ Laura Black (LB) - Student Opportunities Manager ○ Aran Pascual Quiros (APQ) - Representation and Democracy Coordinator (Secretary) ○ Daniel Phillips (DP) - SSO member ○ Tana Randle (TR) - SSO member ○ Myles McEvoy-Palfreyman (MMP) - SSO member ○ Makhmud Abdulkerimov (MA) - SSO member ○ Georgina Pridham (GP) - SSO member ○ Max Woollett (MW) - SSO member
Apologies	<ul style="list-style-type: none"> ○ Absences: Esther Uwadione, Jaswanth Thummala and Orla Crane, no apologies received

Item	Action	Responsible	Due
Officer Update	Include spiking prevention in the next round of committee training, potentially as part of the welfare training, with proper support and a zero-tolerance approach.	HH/LB	
Varsity	To send an email to the groups competing at Varsity and to consider opening it up to groups who are not participating in varsity as well to raise engagement.	HH	
	To ensure that off-campus teams are included in the promotional video and arrange professional photos to be taken in off-campus groups.	LB	
Student Group Training	To consider the possibility of creating a networking opportunity as part of a platform given by the SU to encourage collaboration, based on the said demand of people who care about the societies to engage with each other.	LB/HH	
Freshers Fair and GIAG	To look into spacing for the fair and committee allocation to ensure every society and club has equal spacing and opportunities to engage with students.	LB	
	To communicate with the College the possibility of blocking out days when big student events take place such as FF and GIAG.	HH	
Sustainability Fund	To consider attaching the form to the guide, including that it is very recommended to	LB	

	read the guide which perhaps could be included in the principles.		
	To consider pushing the Carbon Literacy training for all RHSU staff.	LB	
	To communicate with student groups the possibility of doing external facing communications for the impact report (such as an Instagram post).	HH/LB	

Item	Notes	Action
Officer Update	<ul style="list-style-type: none"> o HH does a quick summary of the paper sent ahead of the meeting o Buddy Scheme o Access Fund o Presence of the VP Socs&Sports o Spiking in Socs & Sports o Monthly awards system • Committee members would nominate a student that has contributed to the group • Society & Sports as separate o Stigmatised subjects through Socs&Sports o Disability History Month o GP asks if on spiking support they are only doing it as SU awareness or if it would be rolled out to societies & sports o HH mentions she wanted to make it more aware in societies o GP mentions it would be helpful to get societies into prevention, for example committee training instead of reactive with post-spiking tests o HH mentions she did try with the prevention measures before fresher's but she understands it should be included in the training rather than an instagram post o GP agrees o MJ agrees it could be included in the welfare training with proper support and a zero tolerance approach o ACTION: Include in the next round for committee training o DP asks if the Buddy Scheme would be at the beginning of the academic year or doing it termly o HH says she has to look into it as it was a thing that was done for GIAG but it has to be taken in mind whether that is sustainable o DP explains that with new year resolutions and refreshers it would be helpful 	
Varsity - Thoughts / Ideas -	<ul style="list-style-type: none"> o HH updates that Varsity is away, on the 22nd March, she has met with the counterpart at Surrey and wants to gather some feedback - this is done 	

<p>theme of community</p> <ul style="list-style-type: none"> - Varsity video - What theme would they like to see - Ideas on engagement with societies, events pep rally 	<p>on Jamboard online and on the boards in the SU Board Room</p> <ul style="list-style-type: none"> o Hashtag <ul style="list-style-type: none"> o In 2019 they had "Coming back stronger" o TR puts some suggestions in the group chat o Thoughts and ideas on the theme of community o Varsity promo video <ul style="list-style-type: none"> o Having students involved in sports and the fan experience as well o TR raises that the promo video done in 2019 was great and they also use the materials from then o HH mentions that she will send an email to the groups competing in Varsity but will consider opening it up to sports and societies that are not participating in Varsity as well o TR agrees that it would be the best solution, on society engagement it was a flop last year but they did a Wii sports day and it worked quite well but it was organised last second o Pep rally <ul style="list-style-type: none"> o Build-up the week before the day o TR mentions that Birmingham ran an event that looked like a big pep rally called Explosion and it might be something to look into as it looked very popular o Concerns over Varsity <ul style="list-style-type: none"> o GP's concern is that Surrey has a very good sports club but in RHUL for squash they used to train off-campus and they did Varsity there so it was tricky to be included in the promotional material o LB agrees that cross-campus was in the first Varsity meeting as a point to improve on and that the SU team has a lot of different ideas, such as creating off-campus fan packs, sharing how to get to 	
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	<p>the off-campus facilities... They want to make sure those groups are included in the promotional video and agrees that professional photos should be done in off-campus groups</p> <ul style="list-style-type: none"> ○ GP raises that the re-sharing on social media is nice but there is the professional edge missing as they weren't promotional material ○ HH agrees with the experience of being an off-campus sport 	
<p>Student Group Training</p> <ul style="list-style-type: none"> - Workshop Wellbeing training/ how they found summer training - Finding gaps for future training provision 	<ul style="list-style-type: none"> ○ HH mentions it's a point from their manifesto and wanted to make it more workshoppy rather than sessions ○ HH asks if there is anything SSO members have to feed back on Student Group Training ○ GP says nothing in particular ○ DP asks if the SU has data on who has watched the recording and the click rating ○ LB says they do not ○ MW asks if the training in-person is considered ○ HH says it probably will not be as it is in the Summer ○ GP agrees that a lot of their committee could not attend as it was over summer ○ MW says it would be beneficial as it would allow contact points to the people involved in the student groups ○ HH agrees it wouldve been beneficial in her last year as well ○ TR mentions that this year's training was in a really high standard compared to previous years. She raises that it was a big point in last year's SSO that it is a committee responsibility to attend training and it raises accountability - that perhaps doing it in person would raise the accountability for it ○ HH asks how it would be best to react if they were to not attend ○ TR explains that it could be a response such as if the committee 	

	<p>has not completed the training they cannot do events as they would not know how to do risk assessments, and it should be specific to the mandatory committee</p> <ul style="list-style-type: none"> ○ LB says that the difficult end of it is enforcing it properly, especially when the training is held live and allowing to watch it back, there is an idea to host them as an online module course with the edition of an EDI module. They are also thinking about shortening it, and moving the training days to before the summer so committee members don't forget about it. This would mean that the training would be more accessible if it was before Summer Ball. Agrees that the aspect of networking is needed, they tried to do a committee café but it was on the last day of the summer term but it was a struggle to engage with people ○ TR agrees in the meeting chat ○ MA mentions they have nothing directly on the student training but agrees that the networking opportunity is needed as a platform given by the SU to encourage collaboration. They say there is a demand of people who care about the societies to engage with each other. 	
<p>How they found fresher's fair and GIAG</p> <ul style="list-style-type: none"> - Feedback gathering 	<ul style="list-style-type: none"> ○ Freshers' Fair <ul style="list-style-type: none"> ○ Venue <ul style="list-style-type: none"> • DP says the venue was more spacious, the layout was better and it was sad that it had to be condensed but over two days it would be beneficial • MW says the one day is not viable in the future as it was very tiring and very very busy in the venue • GP mentions that students would prioritise going to the one society they have seen before instead of walking around • MW mentions that people couldn't go 	

	<p>back in after having gone in as the queue was so long</p> <ul style="list-style-type: none">• MMP mentions that he got told by people that had been in the tent outside was not great as people had to stand there for a very long time on a non-level surface• TR mentions that the timings were good but it would be better to have those timings over 2 days, mentions that access hour had to be better promoted, and giving more opportunities for the access hour timings, they ensured that the EDI reps were present. It should be better communicated• MJ mentions the numbers were the same as doing it over 2 days previously and the same number of sign-ups, but that doesn't tell us what the student experience is like• LB agrees and raises that this is difficult from a staff perspective to see• DP raises that the numbers could have been higher as people turned away as the queue was too long• MW mentions it would be practical to do more than one over the day but is not sure how it would go about it• TR mentions an access hour is not only about decreasing the amount of people in a venue but it also helps to make the venue as	
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	<p>accessible as possible and inclusive</p> <ul style="list-style-type: none"> • HH agrees and mentions it would be beneficial to have an Opps member of staff to say how to respect access hour • LB agrees but mentions that having an access hour at the end of the day could mean less accessibility as a lot of committees start packing up early in the day and students that use the access hours might not be able to reach as many societies as the previous hours, but she does take on the feedback • TR mentions that they liked the setup as it was better than previous years but it was still way too cramped, they understand the meaning of making it equal across groups but with a larger group you need more space as you will get more people coming in. They suggest that having large groups in a corner was very useful as they got more space that way <ul style="list-style-type: none"> ○ Committee sign in <ul style="list-style-type: none"> • TR mentions that it feels very beaurocratic to have that one way system. They also raise that it would be beneficial to have more than two people for busier stalls especially when the venue was very full and the committee members were very busy. They mention 	
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	<p>that doing the wristband switch was a very big faff but they think it should not be so heavily regulated</p> <ul style="list-style-type: none">• HH agrees but mentions that with the sign-ins it was a struggle for it to not be crowded• LB mentions that on the having more than 2 people in a committee table is difficult as it impacts the number of people that is needed for health and safety but that there is room to have more conversations with student groups about it, it could be an extra request to have more than 2 people. It can be looked into but it has to be balanced with what can be done• MMP mentions that they agree with TR about increasing the number of people per stall as they can cover all bases of big societies and even some committee members were queueing to stand by the table as guests and talk to people as they needed the extra help• GP mentions that as a small society they were put next to a big society and they had to manage the crowd as they felt they were being pushed out of the way and they lost the space to talk to students• MW agrees that it comes down to layout and perhaps grouping larger societies with	
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	<p>more space and grouping smaller societies</p> <ul style="list-style-type: none">○ Change and improvement<ul style="list-style-type: none">• HH mentions that is has already been touched upon but opens suggestions• DP mentions that the GIAG event that took place afterwards was not properly communicated, mentions that Fresher's Fair feels like a careers fair and would like it to be more unique and fun• HH agrees• GP mentions that with the GIAG fair they agree there is not an easy solution but it's hard to demonstrate what some clubs are about as some groups managed to come up with activities to do, and says it could be something that some groups might have struggled to engage with as they might not know what to do as an activity. Perhaps doing a poster with how to get to the events that are off-campus• APQ mentions there is a Bright Idea about a centralised events calendar• TR mentions that the GIAG festival was good but doing it more than once might be beneficial, it might be beneficial to explain what the GIAG festival really is as people were pretty unsure and it felt a bit rushed and people were underprepared. They also mention it would	
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	<p>be useful to know what fresher's week looks like before booking taster sessions for student groups as it can be very detrimental for student groups that accidentally clash with events</p> <ul style="list-style-type: none"> • HH explains that sometimes the College does not share their events in time and there is a bunching, but agrees it would be beneficial to block that time out when there is a big event such as Fresher's Fair • TR agrees <ul style="list-style-type: none"> ○ Location of GIAG festival <ul style="list-style-type: none"> • HH mentions maybe founders square, mentions that having it outside might be beneficial as people see it • TR mentions that Founders Square in the quad • DP mentions that it didn't help that the Sports fair was on the same day as GIAG took a second spot 	
<p>Sustainability Fund - Feedback gathering</p>	<ul style="list-style-type: none"> ○ LB introduces the idea on the Student Sustainability Fund, the SU want to become more environmentally sustainable and it's part of their sustainability objective, this also affects suppliers for events and that it would be good to have it as part of the student groups, mentions that Maia promoted sustainability, mentions that there will be a guide on sustainability and that it will be including an award at colours ball 	

	<ul style="list-style-type: none"> ○ The papers has a set of principles that a student group will have to follow to get the fund ○ Principles - do they make sense? <ul style="list-style-type: none"> ○ TR mentions that they're very excited about it, mentions there should be a highlight on #4 as it is the one that has the most impact, maybe moving it to #1? ○ GP mentions that it might be useful to signpost people on the principle on the climate emergency to explain it further ○ Process - is it too many hoops to jump through and does it protect the integrity of the fund <ul style="list-style-type: none"> ○ TR mentions the process makes a lot of sense and the eligibility makes a lot of sense, that it's quite similar to student funding and it might be good to join the two of them ○ GP asks if there is going to be a guidance on eligibility or the opportunity to have a chat with the right people on how to become more sustainable ○ MW agrees with GP ○ GP mentions it would be useful to have a point on where to start and have guidance when writing an impact report but agrees with TR that it's easy to read ○ LB agrees that there will be guidance on how to become more sustainable for student groups and that it is also being looked into with Sports to be more sustainable on traveling for fixtures ○ MJ raises it might be beneficial to attach the form to the guide, including that it is very recommended to read the guide which perhaps could be included in the principles. Also it is useful to acknowledge that there is an expertise gap in sustainability and that it is a possible risk as there are no in-house experts about the topic. Mentions that Carbon Literacy training could 	
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	<p>be pushed for all RHSU staff (ACTIONS). Mentions that for the impact report student groups could do external-facing comms such as an Instagram post.</p> <ul style="list-style-type: none"> ○ TR asks how many times in the year it will be available to apply for the funding, and if student groups over/underestimate the SU will amend the funding given? What is the bigger priority in the principles? What do you do if it's oversubscribed? ○ LB clarifies that the funding applications will be open all-year round but it will have windows throughout the year in the future. There is a small risk of oversuscribing but it will be looked over with the impact reports and it will be edited further along the line. There will be a priority depending on how many principles they comply with. She mentions that if the SU had enough information on the exact costs they will consider that the funding is amended, she would recommend coming in for a meeting if that is to happen or it is expected. It will reviewed in Term 2. 	
AOB: Student Group Funding	<ul style="list-style-type: none"> ○ DP asks about ratifications and what space that would take on, feedback that where doing it on their own they never found out the results and communication was quite choppy ○ TR agree that communication was lacking ○ DP appreciate that the SSO time is limited but that he is struggling to get a solution for it, mentions that it was perhaps due to people not voting ○ MJ raises that student groups is raising exponentially but the staff team is staying the same size ○ LB agrees that there is missing capacity but there is also a gap of facilities for newly ratified sports groups, they are going to be team 	

	<p>member down during the coming weeks so she warns that responses will be slower but it is hard.</p> <ul style="list-style-type: none">○ HH raises that regarding ratifications, there are 4 student groups that are going through the process of ratification, they were given a stool at Fresher's fair but that it should not sway opinions when looking at ratification as they are still not affiliated to the SU	
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