

### Societies, Sports & Opportunities Executive Minutes

Date & time	7 <sup>th</sup> November 2019 – 18:00
Location	Windsor 1-03
Attendance	<p>Sophia Bolton (VP Societies &amp; Media) – Co-Chair            Dom Brown (VP Sport) – Co-Chair            Jack O'Neill (President)            Lucy Brown            Jess Weeds            Thomas Barrett            Christos Dexiades            Sophie Malby via GHangouts            Iggy Iwersen via GHangouts            Olivia Stocks via GHangouts</p> <p>Phill Dowler (Democracy Coordinator) – Secretary            Dan Curran (Deputy Head of Membership Support and Engagement)</p>
Apologies	Niamh Smith

Item	Action	Responsible	Due
3.2.	Circulate tabled papers to those on GHangouts	DB & PD	ASAP
3.3.	Follow up with Executive project recommendation	DB & SB	20 <sup>th</sup> January
3.4.	Promote Student Group Recognition Scheme to all Student Groups	All	ASAP

Item	Notes	Action
1. Welcome	SB welcomes members to the first SSO Exec of the year and invites attendees to introduce themselves.	
2. Terms of Reference SSO-19-01	<p>DB runs through the TOR highlighting the membership and key activities of the Executive:</p> <ul style="list-style-type: none"> <li>Producing and monitoring policy &amp; plans regarding education</li> <li>Scrutiny</li> <li>Acting as a critical friend</li> <li>Supporting Student Groups</li> </ul> <p>Although the Executive has the ability to have 10 members, 9 were elected in the recent elections.</p> <p><b>Executive Accepts the TOR</b></p>	
3.1 Officer Update	<p>SB runs through prepared Officer update highlighting key points:</p> <ul style="list-style-type: none"> <li>Access to Student Groups Fund: aim to generate a pot of money for those who struggle with the costs of Student Groups.</li> </ul>	

	<p>Initial research has been completed into the approaches of other Unions and now sits alongside review of Student Group Funding.</p> <ul style="list-style-type: none"> <li>• Diversity Training: to promote running a range of events. We're working with an external trainer to create a session on this to introduce in the New Year.</li> <li>• Group Recognition: to recognise groups year-round. This has been achieved and we will be deciding the first successful group next month.</li> <li>• More functional spaces: focusing on refurbishment of Medicine R2 and Studio 3. Some of this is a continuation of the previous VP Societies &amp; Media. Having attended two project board meetings with a plan to complete over Easter for Studio 3. Meds R2 has had one project board and now working with groups to understand flooring needs. Also a member of the project board for the rebuild of the Handa Noh theatre which once open will be open to Student Groups.</li> <li>• Socs in Varsity: aim to change the vibe of varsity bringing in more groups and participation and performance opportunities.</li> <li>• Restarted dormant societies: Nordic, French, BioSoc, Management, Entrepreneur, DJ, Jewish Society, Spanish, Bulgarian, BioSoc, Motosport, Surf, Venture Capital and Fintech.</li> <li>• Sustainability: following the pass of climate emergency. Investigating how to make groups more sustainable. Working with the College on their 10 year strategy. Also attended NUS Sustainability Summit. Aiming to build sustainability into the next Union 5 year strategy.</li> </ul> <p>TB asked how access can be guaranteed to the new theatre. SB added that the College have already promised this.</p> <p>DB runs through prepared Officer update highlighting key points:</p> <ul style="list-style-type: none"> <li>• Welfare Secretaries: aiming to encourage groups to think about welfare. A remit for the role and implementation document has been created. Women's Football have taken on this role and Men's Football will soon.</li> </ul>	
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- Student Opps Membership: this has never changed so reviewing how it works. SSO and the Board of Trustees will be part of the review and will tie into funding review. So far sector research has been conducted.
- Entry level sport: Working with Active Lifestyle and Sport for their #DoesYouGood campaign. Organising a fun run in March and making inclusion the forefront of Varsity.
- Facilities: working with College to create a department plan for long term facilities at the sports centre for inclusion, social sport and wellbeing. Challenges at the moment is justifying its priority to College Council.
- Forms and processes: With Freshdesk we have implemented a new form which is easier to access. We've also created a streamlined risk assessment. This has improved experience for all members.
- Socials Policy: reviewed the Socials Policy which is coming up later.
- Mental Health Training: working with Lucy Simpson (VP Welfare & Diversity) and Laura Black (Societies & Media Groups Coordinator) to continue the mental health training that launched last year. Over the summer attended champions training and have led two sessions for student leaders.
- Varsity: Working with Megan Beddoe (Sports Club Coordinator) as the leads for Varsity which will take place on 25<sup>th</sup> March.
- Alumni Sports Day: working with Active Lifestyle and Sports for the next Alumni Sports Day taking place on the 18<sup>th</sup> January.
- Constitutions: Working with DC to update Student Group constitutions as some date back to 2015.
- Student Group Funding: Update to come later.

SM queries whether extra support will be provided for welfare secretaries. DM explains that extra training will be in place so other members and their mental health isn't being put before your own. DB recognises that this role can have an impact on the person in it.

TB asks whether the welfare secretary role would be mandatory. DB clarifies that while some unions mandate it, RHSU will not follow that example and will instead work with groups to support their own

	development. Ideally every group would have one although it will be down to them.	
3.2 Ratification	<p>DB tables papers for ratification and explains process for ratification which involves inviting a group in to present, followed by a series of questions and then a discussion. Two groups up for ratification at this meeting. Pétanque and Lifting.</p> <p>Pétanque present first.</p> <p><b>Executive approves ratification</b></p> <p>Lifting present.</p> <p><b>Executive approves ratification</b></p>	DB to circulate tabled papers to those on GHangouts
3.3 Executive Priority Campaign.	<p>DB &amp; SB led an activity to map out what the priorities for the Executive over the coming year should be. Ideas fed in by all members included:</p> <ul style="list-style-type: none"> <li>• Inclusion of smaller groups, off campus clubs and new societies.</li> <li>• Student Group sustainability.</li> <li>• Wellbeing &amp; Self-care.</li> <li>• More collaboration between societies and clubs in line with the merging of the VP roles.</li> </ul> <p>SB rounds up discussions and will follow up with a recommendation to take forward</p>	DB & SB to follow up with recommendation
3.4 Student Group Recognition	<p>SB introduces newly launched recognition which will recognise those who are displaying the SU values. One group per month will be recognised but depending on engagement, could be increased.</p> <p>The Executive will make the decision of who will be recognised.</p>	Executive to promote recognition
4. Ratification & De-ratification SSO-19-02	<p>DC presents an updated ratification and de-ratification process. This process will improve the initial applications for ratifications with a new group registration pack.</p> <p>The process also recognises three instances in which a group may be de-ratified. This includes dormancy for one year, failing to elect a committee or a request for de-ratification. It also recognises the de-ratification process under the Members' Disciplinary Procedure.</p> <p>The SSO Executive will be the decision making body for ratification and de-ratification.</p> <p>SM asks whether members of de-ratified groups would be refunded membership. DC explains it</p>	

	<p>would be circumstantial of de-ratification, for example a group that does not have remaining funds would be unable to refund memberships. Excess funds would be reallocated to the accessibility fund.</p> <p><b>Executive approves ratification and de-ratification process</b></p>	
5. Student Group Funding	<p>DB provides an update on the group funding process. A second round of Student Group funding has now opened to allow for updated plans and new groups. The panel that allocates funding has been improving its activities with the aim to be more transparent. The goal is to change culture so groups bid for funding to specific activities rather than funding because it was available.</p> <p>TB adds that it is common practice for groups to change planned activities as new things arise.</p> <p>LB highlighted that for their group, they qualified for a higher tier competition which wasn't budgeted for. Also groups off campus face financial challenges that those on campus don't.</p> <p>SM added that it was a good opportunity to look for other forms of funding from externals. LB agreed but that more support with this was needed.</p>	
6. Facility Allocations & Room Bookings	<p>SB explains the process for allocations. The Union receives a list of spaces that can be used. At the moment the Union receives requests for allocation four times the space the Union receives access to.</p> <p>The new room booking system is now in place and after some initial problems, has been a major improvement.</p> <p>Access to flat open space remains a challenge however working with Laura Black to find external facilities.</p>	
7.1 Socials Policy SSO-19-03	<p>DB highlights that the existing policy was out of date and outlined explicit activities that groups couldn't do. This reformed policy has a new tone and is more supportive with a clear process. DB opened for discussion and questions although none asked.</p> <p><b>Executive approves Socials Policy</b></p>	
7.2 Social Media Policy SSO-19-03	<p>SB emphasises that social media is more prominent now and we want to ensure it is being used positively as it can be damaging. The aim is for social media to be an inclusive environment. The policy is a series of guidelines with associated</p>	

	<p>ramifications. SB opened for discussion and questions although none asked.</p> <p><b>Executive approves Social Media Policy</b></p>	
8 Bright Ideas	<p>DB provided an update on the Bright Ideas platform. Some changes include:</p> <ul style="list-style-type: none"> <li>• Improved functionality</li> <li>• Guidance on how to write ideas and what isn't appropriate for the platform.</li> <li>• There will no longer be a minimum number of votes required for ideas to be considered.</li> <li>• Ideas will be directed to one of two places. More operational ideas will go to the SU Management Committee. Lobbying or political ideas will go to the Officer Group and subsequent Executives. It will then be up to them whether the ideas go forward or not.</li> <li>• There will be more tags available that link more directly to the activities of the Union.</li> </ul> <p>SM ask whether the vote system will be removed. PD clarifies that the voting system will stay but be used to understand student priorities.</p>	
9 Annual Work Plans	<p>SB ran through the Student Opportunities relevant AOP points. In the future, the Executive will get to see this earlier.</p> <p>The Executive identified things that were important to complete within the year:</p> <ul style="list-style-type: none"> <li>• Executive priority campaign.</li> <li>• Sign off on related policy.</li> <li>• More support with members that join in the New Year, including tiered memberships.</li> <li>• Bringing constitutions up to date as some date back to 2015</li> </ul>	
10 AOB	<p>DB asks Executive to seek feedback from students as some don't feel comfortable in approaching the Vice Presidents or the permanent staff team.</p> <p>TB queries the success of clearing Storage Inn. SB updates that it has been cleared out and is more organised. Rubbish has been removed although there remains an inventory of remaining items for redistribution. There is now reserved space for Collectives.</p> <p>SB reminds all members to register to vote for the coming General Election</p>	
Close of meeting	<p>SB &amp; DB thanks all members for attending the first meeting and looks forward to convening the next.</p>	