



Executive Minutes

Date & time	19/11/2024 17:00-19:00
Location	MOORE-0-02-3
Attendance	David Gallardo Gonzalez (DGG) Gillian Tetzlaff (GT) Elizabeth Dugmore (ED) JJ Littleton (JJ) Huda El-Jamal (HEJ) Jakob Bird (JB) Faaris Qureshi (FQ) Hania Ahmed (HA) Evaldas Barstys (EB) Farha Faizal (FF) Fran Hailey (FH) Lauryn Fleming (LF) Dan Curran (DC)
Apologies	Olivia Davies (OD) Thomasz Ostrowski (TO) Julia Saunders (JS)

Item	Action	Responsible	Due

Item	Notes	Action
1. Welcome and Introductions	DG welcomes members to the first SSO of the academic year, members introduce themselves.	

2. Officer Update	<p>DG gives an overview of Officers updates and the context of Priority 8 and how that feeds into Sabbs' work.</p> <p>President – introduced SabbCast where sabbs talk about various projects, pieces of work, campaigns with guests. There will be an update on parking soon and financial support week was a success. Community cupboards, Cost of Living survey is live and is working on EDI project which will be discussed later.</p> <p>VP Ed- working with Emma Mayhew on deadline stacking and visualisation tools. Been working on social and study spaces both on campus and in the local area – lobbying the university to create change. Also supported delivery of Wobble Week, skills week and MENTION it.</p> <p>VP WellDiv - worked on wobble week, Disability History Month and Black History Month and worked on Mind the Gap project. Working on realigning the bus timetable and making food cheaper on campus and more variety of food options including halal food outlets and working on loyalty scheme as part of Priority 8.</p> <p>VP SocSport- went to BUCS conference at start of the year at University of Hull, worked with other sabbs who work with socs and sports. Lots of engaging with students, would like ideas/collaborations for video and social content. Been meeting with student groups and working with VP Ed on MENTION it campaigns which is currently taking place (if any members have ideas for future campaigns then let DGG know). Been developing an idea of a project called 'David takes on' which will allow him to visit different student groups and showcase the work and events done by different groups on campus. Short documentaries, capturing challenges and successes of students and groups on campus.</p>	
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	Members are invited to ask any questions about the Priority 8 and sabbs work.	
3. Priority 8	<p>Student friendly timetables:</p> <ul style="list-style-type: none"> • DGG explains issues including early mornings, no break between classes, fixtures, no classes, late afternoons • Has gathered feedback and testimonies from students about issues around timetabling in relation to student experience to make sure there is evidence. • Been meeting with Emma Mayhew, Vicky Greenaway, Barbara Herring, Emily Plumley and ALS about these issues too. • End goal: earlier release of timetables, reduction of early morning and late afternoon classes, no more Wednesday lectures, space between classes, condensed timetables – aiming for changes to be in place for the 2026/27 year. <p>More affordable SU events -</p> <ul style="list-style-type: none"> • Lower price, better quality, more variety = strong value relative to cost. • What have we done so far? Provided free events, Packhorse have free events including live music and karaoke. Club night bundles, triple night for a cheaper price which will be continued throughout the year depending on demand. 50 free tickets on the door for every student that arrives before 10:30 for all SU nights after Freshers. • Quackers – a night out created because students asked for themed nights every Wednesday. • What can we work on? Improving clarity of generated funds – like summer ball cost breakdown chart. Highlighting low-cost SU events currently happening eg ‘Give it a Go’. Also brought back Toast (frequency 	

	<p>TBC) following the closure of Medicine.</p> <p>DG opens to questions or ideas from members. He clarifies that Toast has returned but needs to be financially viable. The reason the SU can't bring back Toast every Monday is that students need to use spaces for activity.</p> <p>HA – asks what Medicine is being used for now. DC clarifies that there is a lack of teaching space for larger courses in adaptable spaces and questions around adapting spaces, in the longer time, it will be repurposed as teaching space in daytime then available for student group activity in evenings.</p> <p>JJ asks about Storage Inn – DC confirms that this will remain for now and there are no plans for that storage space to be removed.</p> <p>JB – asks if the ramp will be removed to improve accessibility.</p> <p>DC- there are conversations about accessibility and different functional routes in the long term as well as landscaping plans to connect around the back of the building.</p> <p>HEJ – during P8 presentation there was lots of content around SU nights, while that is important for some students, it's not necessarily representative of all students. Are there plans for the SU to tackle issues around hate crime on campus.</p> <p>DC- had student safety campaign and outcomes, the university are working with the SU on those issues and campus wide issues throughout the year. Are there any education pieces/SU on Tour events etc to talk about things like antisemitism and islamophobia?</p> <p>DC- explains that listening circles are being introduced to help shape what students want us to do in those spaces and give us insight etc.</p>	
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	<p>HEJ- heard about meetings and forums taking place but not seen anything in practice- when will outcomes be visible to students rather than conversations taking place in a room?</p> <p>DC- will take this back and talk about it further with wider Officer Team.</p> <p>DGG- if submitted via campaigns hub, we can join with different societies and talk further about these issues and turn into campaigns.</p> <p>HEJ and HA- ask for clarification around concerns about accountability, sharing of posts, processes etc from SU.</p> <p>FF- some things aren't always communicated back to students, if things are.</p> <p>EB – Uni has joint islamophobia and antisemitism group; it would be useful to get students involved in that group. DC to find out who runs that group and ask what is coming out of that group.</p>	
4. RHSU Equality, Diversity & Inclusion Action Plan	<p>FH outlines the EDI Action Plan</p> <p>OD (SU President) is leading on creating an EDI action plan as part of her annual objective as SU President and as actioned by the EDI Task & Finish Group she founded and leads.</p> <p>FH presented an agenda item to figure out what EDI means to SSO members and to use the information gathered to formulate 3 aims and a handful of objectives to use as the foundation of RHSU EDI framework. FH led a task where SSO members were asked to respond to three questions. The SSO members were divided into 2 and 3s and via a post it style activity responded to the following questions:</p> <p>a) What does belonging look and feel like to you? (think of belonging with your colleagues and how to increase a sense of belonging for students)</p>	

	<p>b) In what ways can we embody fairness and inclusivity into our daily practices and decision making.</p> <p>c) How do we already embed EDI into our daily practices?</p> <p>This activity will take place across all three Executives, and OD will gather feedback from each Executive and incorporate it into the EDI Action Plan. The SSO members responses will be analysed by OD and embedded into the Action Plan. The final EDI Action Plan should be shared with students by the end of the 2025/26 academic year.</p>	
5. Freshers Fair Feedback	<p>DGG opens up to members asking for feedback about fresher's fair.</p> <p>Split into 3 locations – JJ said it was better but needs to be managed differently. 2 out of 3 spaces were loud (Radio and Sports) and explains that somewhere like Windsor Building could have been a better idea.</p> <p>DGG explains how lots of students asked for space with short notice which meant that lots of groups ended up in a stall next to a stall with no connection. There were accessible hours for students, NDS would have been better placed not in Sports Hall.</p> <p>HA – Sports hall is inaccessible, initial thoughts were Square/Windsor/Davison area. All students spoken to didn't like the 3 locations, would be better to split over 2 days (one for sports and one for socs) to help manage better. DGG explains that the 3 locations allow new students to see more areas of campus.</p> <p>DC- multiple reasons for multiple sites, when just at Sports Centre, health and safety risks, unmanageable queues etc. lots of limitations and taking considerations on board about more localised areas and some spaces are teaching based (eg Windsor Building). Freshers Survey closed and responses were divided. DC asks members about split days (Sports and Socs)</p>	

	<p>EB- Freshers Fair was on a Jewish holiday this year so took a hit in numbers for JSoc.</p> <p>HA- Summer Ball took place on Eid, SU need to consider religious holidays when planning large scale events.</p> <p>HEJ – enjoyed freshers fair, something better was the size of the table space in Founders Square. It would be good to keep that for the following year. Committee both behind and in front of stall at Founders Square, didn't experience issues with engaging with students.</p> <p>JB- need to be more consideration about where societies are placed. DC asks if there is feedback to provide about how to make it more accessible and comfortable for committee and members then let SU know.</p> <p>HA – Society was in SU hall so small stalls and felt like there wasn't enough room especially for some of the bigger committees. Limitations about number of committee members on stalls were confusing – DC explains logistics about why this rule is implemented.</p> <p>DGG- Some committees who need/require extra committee members on a stall could request for an outdoor space at Founders Square.</p> <p>JJ – Concerns about allergies to silicone should be considered or alternative options possible.</p> <p>DC- If members have any other questions/suggestions, they should send them to Student Opportunities/DGG.</p>	
6. Core Events (Varsity, Awards, SLC)	<p>DGG asks what is important to members, what should SU consider or work on for these types of events?</p> <p>HA - seems like there is a lack of understanding of how winners are selected etc</p>	ACTION – DC to talk about website badges

	<p>DC- there is a panel, and all are selected on basis of nomination panel, transparency about why winners are selected etc.</p> <p>HEJ- might have read on SU website that if societies win an award, they should receive a badge on their page.</p> <p>DC – If that’s what students would like then it can be considered to take back to SU.</p> <p>JJ- Student Leader Conference went well but lots of the sessions are intense but condensed into 50 min sessions. For students who can’t make it, training should be updated and accurate when delivering for new committee members. Finance system changes weren’t conveyed following original training at SLC</p> <p>DC- appreciates changes weren’t communicated but for transparency, SU didn’t know the full impact that the new system would have had on student groups.</p> <p>HA – big training session locations were cramped.</p> <p>DC – sessions were run multiple times to allow even spacing so students should sign-up to one session and attend selected session.</p>	
7. SSO Content and Engagement (Student Groups)	<p>DGG asks if there is any engagement, videos, content that SU should deliver and in collab with student groups</p> <p>FF- how to start a society video would be helpful rather than just having information on SU website.</p> <p>JJ – when creating a new society, it’s unlikely that information will reach the target audience. A forum or platform for future potential committee members would be a nice idea e.g. a board in SU – call out ads for students who are interested in specific topics/sports/interests etc.</p> <p>DC - ratification process will be reconsidered with new structures etc, if members have contacts in different</p>	<p>ACTION – DC to feed back to Uni about AI policies</p> <p>ACTION – DGG to add committee handovers/shadowing/legacy pieces to next Exec</p> <p>ACTION – members to consider best timeline for May election and feed back to SSO/DC</p>

	<p>institutions, they could gather ideas of how to make processes the most accessible.</p> <p>HA- issue with social media – earlier this year there were lots of AI generated posts, AI Colossus and Founders etc, students are upset about this.</p> <p>DC – students should be able to showcase their skillset etc. VP Ed working on AI policies etc currently.</p> <p>HEJ – Friends of Palestine experiencing concerns where committee are graduating and new committee maintaining levels of success. Can freshers/other students participate in some sort of shadowing to avoid societies going dormant.</p> <p>GT – previous President of climbing and they did similar which worked well.</p> <p>DC – we should do call out for handovers/sharing of best practice for committee members.</p> <p>HA – asks whether handovers are an official process.</p> <p>DC- groups are asked to complete them but if new committees don't receive one, students can talk to Student Opportunities for support.</p> <p>JB – Elections happen during exam season (May) so lots of students don't know whether or not elections are taking place or if they do, they don't have time to engage.</p> <p>DC - asks members to think about how the elections timeline would work better for groups then will take away and look.</p> <p>GT – there should be more training on what to do when committee members aren't necessarily exceeding expectations – should be a clearer process.</p> <p>JJ – asks about Single Transferable Voting system.</p>	
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	DC – there will be a mock election taking place in December which aims to tackle this issue.	
8. Update: Development & Support Measures for Student Groups	<p>DC – as part of training, there will be a new funding round so groups can consider initiatives to run, development funding opportunities etc. considering inclusivity, commuter students etc as demographics change. Building up to next Student Leader Conference training sessions, looking at refreshers for students, training for newly ratified groups, how does it function over 2 days, adding information onto website over summer.</p> <p>If there is anything that should be added to training at SLC, members should let SU know and it can be considered.</p> <p>Funding and training are the two main areas to focus on.</p> <p>DGG- encourages members to submit ‘shout about it’ responses on SU website.</p>	
9. Ballroom & Latin: Change from Society to Sport	<p>DGG explains that Ballroom and Latin members have voted in favour of becoming a sport and here is their supporting statement:</p> <p>‘We wish to become a sports club as we would like to be recognised for our contributions to sport at Royal Holloway. As a Dancesport, we represent the university at Varsity, Blackpool, and other competitions and would like to have these achievements recognised at the Colours Ball like other sports (such as Dance). Additionally, we would like to represent the university by wearing the team kit to competitions and believe that Ballroom and Latin Dancesport should be a sports club as it is in other universities.’</p> <p>All SSO members vote in favour so they will now become a Sports Group.</p>	
10. Vote to remove May ratifications & feedback	DC – lots of people who go through ratifications are 3 rd years who then graduate and leave. Becomes a resource drain when	

	<p>losing groups so how can ratifications be done better operationally?</p> <p>JJ – how early can ratifications be?</p> <p>HEJ – Friends of Palestine got ratified in May which worked well as summer allowed enough time to get set up.</p> <p>DC – ideally SSO members are elected in May which means there wouldn't have been quorum to vote until by-election took place in October.</p> <p>All members vote against removing ratifications in May.</p>	
11. AOB	<p>New Finance System:</p> <p>DC updates members about context of Finance System and reasoning behind the changes that have taken place this year. Within the new system, there is a new way to do student groups which in the long run should be more efficient for committees.</p> <p>Training on new systems has been taking place and appreciates the implementation has been challenging and not communicated effectively.</p> <p>JJ - is system set up to show current earnings?</p> <p>FF- directs members to Ezora to see more information as new information is being uploaded.</p> <p>HA- students upset about inconsistency in terms of receiving expenses back where some have taken a week and others take a month etc although improvements have been seen more recently.</p> <p>DC – SU will be sharing comms about changes to all members but encourages students to attend drop ins for specific questions.</p> <p>Ratification deadline & reminder:</p> <p>DC - will be going out on Monday – everything will be stored in teams' channel,</p>	

	<p>if there are questions or anything to be clarified then attend drop ins. Individually, members should decide on criteria as part of the check to ratify.</p> <p>Robotics Society – JJ:</p> <p>There is already an established robotics team on campus and understanding is that the new proposed society will cut into department funds and national grants.</p> <p>Changes to SU shop:</p> <p>JJ - conversations about societies selling items in shop – going to ask Frankie Foley (SU Commercial Services Manager) to meet to discuss this as a possibility.</p> <p>HA- SU shop and merch, there were spring colours, but they didn't have a range of sizes of these products.</p> <p>DGG – hoping to have an online shop to host a range of products in a range of sizes available.</p> <p>DGG thanks members for attending and closes meeting.</p>	
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