

WCD Executive Minutes

Date & time	02/04/2025 – 17:00
Location	MOORE-0-16
Attendance	<p>Olivia Davies (VP Wellbeing & Diversity) (Chair) – OD</p> <p>Francesca Hailey (Community Engagement Coordinator) (Secretary) – FH</p> <p>Matthew Searle (Head of Student Engagement & Insights) – MS</p> <p>Emily Naris (Advice Centre Manager) -EN</p> <p>Rachel Graham (Head of Active Lifestyle & Sport) – RG</p> <p>Adam Sams (Sports Facilities & Grounds Snr Manager) - AS</p> <p>Alice Goode (EDI Coordinator) - AG</p> <p>Poppy Coates (Women Students Community Officer) – PC</p> <p>Clarice Wong (Parent & Carer Students Community Officer) – CW</p> <p>JJ Littleton (Disabled Students Community Officer) – JL</p> <p>Farah Rayammarakkurveetil (International Students Community Officer) – FR</p> <p>Delilah Ferry-Swainson (Commuting Students Community Officer) – DFS</p>
Apologies	<p>Sharanya Sivarajah (President) – SS</p> <p>Naomi Tchesse (Students of Faith Community Officer) – NT</p> <p>Aina Grau (Co-opted Member) – AG</p>
Absences	<p>Piya Kher (Black & Global Majority Students Community Officer) - PK</p> <p>Hope Allen (Co-opted Member) – HA</p> <p>Suhani Malhotra (PGT Students Community Officer) – SM</p> <p>Mohan Dave (LGBT+ Students Community Officer) – MD</p>
Abbreviations	<p>Community Officer (s) – CO</p> <p>Active Lifestyle and Sport - ALS</p> <p>Royal Holloway Students' Union – RHSU</p> <p>Women's History Month – WHM</p> <p>Disability History Month – DHM</p> <p>Advice Centre – AC</p> <p>Students' Union - SU</p> <p>Women Students Community Officer – WSCO</p> <p>Senior Leadership Team - SLT</p>

Item	Action	Responsible	Due
RHSU Advice Centre: Who are they and the support they offer	AC to work better marketing advertising on the services they DO provide. FR suggested a 'how to' guide for getting accommodation as an International Student – EN suggested a collaborative post between International Students and AC to support.	Advice Centre + FR	September 2025
Active Lifestyle and Sport: 25/26	ALS to take on Community Officer feedback and implement realistic suggestions.	ALS	September 2025

Strategic Plan			
AOB	<ul style="list-style-type: none"> All Community Officers have been asked to film content, 'day in the life' ahead of the Community Elections to promote their role and responsibilities to encourage students to nominate themselves in the Community Elections. Community Officers are to upload this content to their community social media accounts tagging in SURHUL for SURHUL to repost during the nominations period. FH to invite ALS to May Executives for ALS to network with new CO's and Sabbatical Officers FH to create a paper that explains the roles of Members present and expected attending guests for each Execs This will be a handout at Executive training in 25-26 academic year. Community Officers to spend their budgets and utilise the additional funds allocated to their budgets. 	<p>All Community Officers</p> <p>FH</p> <p>FH</p> <p>All Community Officers</p>	<p>Content created and uploaded by the end of April.</p> <p>Complete</p> <p>Summer</p> <p>May</p>

Item	Notes	Action
1	<p>1. Welcome</p> <p>OD began by welcoming the group and introducing the University Staff present in the room.</p> <p>OD explained how the Executive will be different compared to others as University Teams have been invited to talk about their services. Further, teams will gather feedback from CO's on how these services can better support liberation student communities.</p>	None
2	<p>2. Officer update from VP Wellbeing & Diversity and Community Officers</p> <p>OD updated on what she's been up to since November including day-to-day life, campaigns and projects with University Teams.</p> <p>1. Wellbeing Workshops – Students can access these workshops 24/7 – aim to bridge the gap between students and staff. 15 in total and 5 on the website currently (02/04/25). OD played a clip to show how the wellbeing workshops work – collected</p>	None

	<p>data on Instagram and WCD in November on what the workshops should be on.</p> <p>2. Women's Only Gym Hours – OD explained the process of instilling Women's Only Hour included a survey, the trials and feedback. OD revealed feedback regarding Women's Only Hours. Women's only gym hours will be continuing in March, will continue in term 3 and conversations about September have started between RHSU and ALS.</p> <p>No one had any questions regarding OD's update</p> <p>CO's updated on what they have been up to:</p> <ol style="list-style-type: none"> 1. PC – Updated on manifesto points and what she has been doing to fulfil and complete her manifesto aims including SHAG week success, recognition of women in 'women of the month' campaign, and period dignity campaign where PC has successfully ensured free products are available on campus and the RHSU shop sells the products at cost value. 2. FR – Movie night for WHM, Ramadan celebrations for her community collaborating on VP Societies & Sports' Ramadan campaign and more to come as FR continues to support her community through well-attended and engaged events. 3. JL – DHM, enhancing the communication within the community, communicating with RHSU about a Neurodivergent fund and how it works in term of setting up at the SU and resource for accessibility on campus. Working with the team at the library on an 'access for all' campaign – can we expand that to the eternity of campus. 4. DF – Virtual games night to make things more accessible, resharing commuting survey, building membership to the community to increase engagement. 	
3	<p>3. Previous minutes / actions: Wellbeing Workshops & Stressbusters</p> <ol style="list-style-type: none"> 1. Wellbeing Workshops - PC and NT did mind mapping back in November and since then OD has planned the workshops, they wanted to support their communities including nighttime safety and safety in SU venues. NT asked for one on wellbeing and how faith benefits wellbeing – OD has created 2 wellbeing workshops – a tour of campus and faith as wellbeing. 	None

	<p>2. Stressbusters – OD has organised this alongside the AC. The month is split into different themes (like WHM) and there is an event every day!</p> <p>OD has carefully thought about how stressbusters can support liberation communities listening to the advice of CO's but further, the advice of community members. The month will support all students during the exam period and look at how we can celebrate whilst have stress busters. Events range from fun, support and even podcasts!</p>	
4	<p>4. RHSU Advice Centre: Who are they and the support they offer</p> <p>Who we are, what they do and how they can help.</p> <p>1. Who are they? – The AC is based on the first floor of the SU building, the AC is a free and independent service for all students at Royal Holloway supporting on a range of issues including academic misconduct, housing advice, and guidance on just about everything that a student may encounter on their university journey.</p> <p>2. What do we do?</p> <ul style="list-style-type: none"> • Academic and housing support, outreach projects, key events and campaigns – housing week is the most engaged with campaign the AC organise and host. During Housing Week, the AC emphasised the importance of students being sure of who they are moving in with – stressbusters. • The AC's second biggest campaign is Mental Health Awareness Week. • On a day-to-day basis, the AC's most used service is offering academic advice including academic misconduct (panel preparation, attending panels and follow up support), extenuating circumstances (application support), academic appeals (application support) and informal / formal complaints (supporting with process and escalation from informal to formal). • Housing Advice - Looking, Living and Leaving – EN explained how the AC provide support for students throughout the housing process including contract checking, council tax and end of tenancy processes. 	<p>AC to work better marketing advertising on the services they DO provide.</p> <p>FR suggested a 'how to' guide for getting accommodation as an International Student – EN suggested a collaborative post between International Students and AC to support</p>

	<ul style="list-style-type: none"> Wellbeing Support – find wellbeing spikes end of term and AC is there to support. Non-academic support to support Students in the induction process and throughout the academic year <p>EN ended the presentation by explaining how CO's can contact the AC and how to signpost students if they need support.</p> <p>EN then asked the room to answer questions on how the AC can support Students:</p> <ol style="list-style-type: none"> 1. Are you aware of the support the AC offers? 2. Is there any additional support AC offers? 3. What would you like to see? <p>FR spoke on her experience using the AC and the help she received regarding private accommodation – she suggests that AC have better marketing advertising on the services they DO provide. This would help students engage with the service – social media is better than blogs in terms of getting the message across. FR speaks on behalf of International Students and how difficult it can be for International Students to find accommodation. FR suggested a 'how to' guide for getting accommodation as an International Student – EN suggested a collaborative post between International Students and AC to support</p> <p>JL – Parking and London Campus, Senate House – their AC – the impact and how are they able to collab – EN emphasized that the same service is provided for both campuses as lots of the services are online and remote. Some stuff can't be solved – permits for accessible parking – sometimes incorrect – how can the AC help?</p> <p>EN explained that because parking is an external service there is a limit as a result. EN explained that they can communicate feedback with this service, but any implementation of recommendations is out of their hands.</p> <p>PC – Awareness on the service including period products for women identifying students – Do AC have a presence at Open Days etc? EN says yes. MS asks are the slides shown at Open Days? OD says they are not, but a general RHSU presentation is delivered.</p> <p>PC – Does the SU have anything going on there? How can perspective students know what's going on?</p>	
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	<p>EN explains SU on tour is a popular form of communicating with Students as it captures the footfall. EN explains that welcome is hard as don't want to overwhelm students so when can they help?? FR says Freshers Fair is great.</p> <p>PC – Is the AC signposted on the open day? OD responded saying it should be but often it isn't.</p>	
5	<p>5. Active Lifestyle and Sport: 25/26 Strategic Plan</p> <p>RG and AS introduced themselves – their role at ALS - and why they are here.</p> <p>RG began by overviewing the item and what CO's can expect including that ALS want feedback to improve their service.</p> <p>RG began the presentation explaining that a few years ago Sport created a vision to create a healthier, happier and more engaged communities. ALS see this as one plan for the University and recognise that RHSU is a big part in this. RG talks about how sport can be beneficial for mental health and physical health. Students are the priority but recognise that the community helps with costings and provide money. Their purpose is to reduce the inequality, motivating and developing individuals to be active and successful. RG drew on the importance of activity for wellbeing.</p> <p>Move more – codesigned with students about what is needed for the student demands – Egg and Spoon</p> <p>Be Fit – gym use and group exercise – targeted wellbeing programme to support students including referral schemes and the benefit of activity.</p> <p>Inclusive Clubs + Perform Well – sport clubs and making sure they are accessible and how can ALS support the RHSU.</p> <p>Enriching Communities – How might ALS work with the community for volunteering and opportunity – local community but how are students involved? Sports Days etc.</p> <p>Active Environment for 2030's – time pressures and how can ALS adapt to the 2030's to help a new generation of students.</p> <p>Enablers include – people, communications, partnerships and insight.</p> <p>New Exercise Referral Scheme: AS talked about the different levels and how this is a scheme that operated before COVID and now it's back. Activities range from student led to staff led classes by Wellbeing and fitness officer. Three sessions are free and can be booked via wellbeing as minor intervention. They are specific to</p>	<p>ALS to take on Community Officer feedback and implement realistic suggestions.</p>

	<p>wellbeing and students who require additional support – ALS will bid for more funding and sustainable for students and ALS.</p> <p>RG asked ‘What can ALS do better or differently to help students to take part in physical activity as part of their student experiences and contribute to their health and happiness?’</p> <p>March Focus group hosted by ALS found answers to the question above including ad hoc activity, social structured opportunities and how to let students know about the available services.</p> <p>Conversations turned to the struggles of communication and how can ALS communicate with students. What ways are the best to communicate? The room responded with a variety of answers but Stories on social media seemed the most popular.</p> <p>FR spoke about her experience and letting Students know about ALS. FR suggested more Collaboration with Societies – this would allow the brand of Royal Holloway Sport to be promoted and showing how Students can get involved.</p> <p>How can we make our physical activity (and sport) offer more accessible to help you achieve your desired activity level?</p> <p>FR asked about increasing hours – RG explained this couldn't be done as ALS would need to raise costs of memberships to cover costs of staff and space. As well, there is a bigger barrier which is it physically can't be done due to the gym being separate to the sport centre.</p> <p>FR further spoke on collaborating with Sport as part of her community and how societies can host using sport spaces. FR asked about cricket as she wants to host cricket sessions as asked for by her Community Members – RG spoke that social cricket is being introduced in term.</p> <p>PC asked about open days – RG responded saying that they have someone down at sport as well as having a stall in the library. FR further responded to this and spoke about students getting involved with sport activities during open days. RG said that Saturdays are always busy days for bookings (this is how ALS earn money) and therefore it is easier to have activities to go on Founders Field during the summer</p> <p>RG – the brand should be broken down to signpost students as to where students should go – useful tool for students to help visibility.</p>	
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	<p>PC suggested more events during Founders Square during term 3 as study breaks for Students to get involved with. Further, PC asked about how can clubs and societies go about booking the sport centre space to host sports days – AS responded saying this is something ALS want to get involved with and have plans to host a sports day involving rounders.</p> <p>PC further spoke about menstrual products on campus and AG provided an update that sport and founders will be added to the list where period products could – RG emphasised how they want to make sure this is protected by students.</p>	
6	<p>6. RHUL EDI Team: New Structure of the Equality Groups</p> <p>AG provided a verbal update on the Equality Groups* and how they are updating over the last year including structure, electing new Chairs of the groups and their purpose.</p> <p>AG explained about the work they have done with SLT about the path of where the Equality Groups can go. The relevant community officer and VP Wellbeing will be invited, happen three times a year and they provide an opportunity for manifesto points to be worked on and achieved, the impact of students and providing student voice.</p> <p>AG – membership and getting students involved is the most important part – induction session is being introduced as ‘training’ but helping communication in the equality groups. Student voice is now being prioritised more than ever and the student voice is being heard so community voices are being represented at the university.</p> <p>The chairs of 2/4 equality groups are being recruited and the new groups with the new structure with run from September.</p> <p>AG explained that the groups are nice people and can help – AG offered additional support and how student voice can be brought in.</p> <p>OD talked about being in the groups and how the people in the group are allies that support students – voices are weighted the same between staff and students.</p> <p>*The Equality Groups are groups made up of EDI advocating Staff Members, VP Wellbeing & Diversity and the relevant Community Officer. The Groups discuss ways they can support student and staff in the corresponding liberation community actioning staff and students’ tasks to improve their community as well as taking things to relevant SLT</p>	None

	committees. Their main function is supporting and representing students and staff.	
7	<p>7. AOB</p> <ul style="list-style-type: none"> • Big Exec Feedback <p>FR Getting to know what the other Execs do which was really interesting / think there should be more than 1 a year / enjoyed listening to others PC – Music started which was tough / SLT present which was nice to know who they are / good for others to see what Execs are doing across – more formal which was beneficial. JL - Suggestions for term 1 and term 2 Big Executive. Increase the amount of time from 2 to 3 hours + breakdown of titles and staff in a document to help Members know who are in the room – have its own paper. PC – Lecture Hall suggestion instead of Seminar FR – Too formal reduces the amount of contribution but the informality allows for opinions.</p> <ul style="list-style-type: none"> • Ask if Community Officers could film a 'Day in the Life' to promote Community Elections • Student Communities Jumpers & T-shirts • Community Officer budget increase • Reminder to complete and share the Commuting and CPZ Surveys 	<p>FH to create a paper that explains the roles of Members present and expected attending guests for each Execs This will be a handout at Executive training in 25-26 academic year.</p> <p>All Community Officers have been asked to film content, 'day in the life' ahead of the Community Elections to promote their role and responsibilities to encourage students to nominate themselves in the Community Elections. Community Officers are to upload this content to their community social media accounts tagging in SURHUL for SURHUL to repost during the nominations period.</p> <p>Community Officers to spend their budgets and utilise the</p>

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