

WCD Executive Minutes

Date & time	Wednesday 28 May, 5-7pm
Location	Moore 0-16
Attendance	<p>Olivia Davies (VP Wellbeing & Diversity) (Chair) – OD Francesca Hailey (Community Engagement Coordinator) (Secretary) - FH Sharanya Sivarajah (President) - SS Adam Sams (Sports Facilities & Grounds Snr Manager) – AS David Cole (Wellbeing and Fitness Officer) - DC Jakob Bird (Incoming LGBT+ Students CO 25/26) - JB Farha Faizal (International Students CO 24/25 and 25/26) - FF Poppy Coates (Women's Students CO 24/25) - PC Mohan Dave (LGBT+ Students CO 24/25) - MD Delilah Ferry-Swainson (Commuting Students CO 24/25 and 25/26) - DFS JJ Littleton (Disabled Students CO 24/25 and 25/26) – JL</p>
Apologies	<p>Suhani Malhotra (PGT Students CO 24/25) Naomi Tchesse (Students of Faith CO 24/25 and 25/26) Vaishnavi Vajja (Incoming VP Wellbeing & Diversity) Clarice Wok (Parent & Carer Students CO 24/25) Bana Asqalan (Incoming Women's Student CO 25/26)</p>
Absences	<p>Piya Kher (Black & Global Majority CO 24/25) Hope Allen (Co-opted Member) Clara Unegbu (Incoming Black & Global Majority CO 25/26)</p>
Abbreviations	<p>Community Officer (s) – CO Active Lifestyle and Sport – ALS SHAG – Sexual Health and Guidance Royal Holloway Students' Union – RHSU Women's History Month – WHM Disability History Month – DHM Advice Centre – AC Students' Union - SU Women Students Community Officer – WSCO Senior Leadership Team – SLT Student Leader Conference 25 – SLC25</p>

Item	Action	Responsible	Due
4	FH to coordinate a meeting between FF and AC to build a resource over the summer period on supporting International Students and a 'how to' guide on accessing accommodation.	FH	Summer 2025
5	FH action to create EDI checklist resource for CO's when organising events and campaigns as well as liaise this information with Student Opportunities about having this checklist on their event proposals. Add this resources to the CO Teams Channel under 'Digital Resources.'	FH	Summer 2025

	FH to add additional training on 'how to use Teams' and 'how to find resources' for SLC25 training.	FH	Action complete
6	FH to take this information and initial thoughts / feedback from CO's and thread it into the Priority 8 workshop as part of the Sabb induction.	FH	June 2025
7	FH action to ensure table is organised for CO's at Freshers Fair. FH action to create a document of ideas to support themselves and what is expected of them at Freshers Fair e.g pushing community sign ups etc. This document is to be handed out at an organised mingle, FH is organising for all CO's to meet one another before the start of the 25/26 academic year.	FH FH	Summer 2025 Summer 2025
9	Community Officers 24/25 to complete a handover to give to Community Officer 25/26.	CO's 24/25	Summer 2025

Item	Notes	Action
1	<p>1. Welcome</p> <p>OD began by welcoming the group and thanking the CO's for their attendance throughout the year as this Executive marks the final WCD Executive of the academic year.</p>	
2	<p>2. Introductions & meet the new Officers</p> <p>OD explained to the room the structure of the Execs and her role in the Execs including Officer accountability, policy passing etc. OD then asked the room to explain their roles and what they have achieved or what they are going to be working on. OD began with staff in the room then CO's.</p> <p>ALS representatives DC and AS explained their roles and how they can support CO's next year achieve the aims of manifesto through their new strategy and wellbeing support through physical activity.</p> <p>FH explained her role and how her main responsibility is supporting CO's on their events, campaigns and History Month. FH thanked the CO's again for their incredible work this year and said to incoming CO's that she is excited to work with them next year.</p> <p>PC introduced herself at WSCO for 24/25 and reflected on her year and talked about her achievements including Period Dignity campaign,</p>	

	<p>SHAG week, WHM's and more. PC has achieved all the aims of her manifesto and sat in a variety of different University meetings and Equality Groups to advocate for the WSC. Further, PC spoke about her presence online supporting her community including continuing OD's 'Woman of the Month', regular updates and supporting her community through responding to messages.</p> <p>FF introduced herself at International Students CO for 24/25 and has been re-elected for next year, 25/26 which she explained she is very excited about. FF's goal for next year is to continue creating a better sense of belonging and community for International Students. However, FF also reflected on the past year celebrating her achievements from big events such as her movie night during Freshers week, the Cultural Fashion Show during Campus Unity Week and working on campaigns such as WHM.</p> <p>JB introduced themselves as the upcoming LGBT Students CO for 25/26, current president of LGBT+ Soc. JB's goal next year is to connect LGBT+ society with the SU, create and increase the number of spaces on campus during the day that are protected and safe spaces for Queer Students, continue pushing the Trans Fund and work on producing informative resources / docs for LGBT+ Students.</p> <p>JL introduced themselves as the Disabled Students CO for 24/25 and has been re-elected for next year, 25/26. JL's favourite moment from the past academic year was working on Disability History Month and next year, JL wants to focus on pop up and week-long campaigns as well as create more resources for Disabled Students.</p> <p>DFS introduced herself as Commuting Students CO for 24/25 re-elected for next year, 25/26. DFS's goal for next is to create resources for Commuter Students on where they can go on campus (non-transactional spaces) and tips and tricks on being Commuting Students. DFS is most excited learn more about the role.</p> <p>MD was LGBT+ Students CO for 24/25 and her favourite memory was LGBT+ History Month connecting with Students on a 121. MD has also built the foundations for the Gender-Neutral Toilet Campaign that will be continued next academic year.</p>	
3	3. Officer Update	

	<p>OD: Presented her Officer update in a video reflecting upon her whole year as VP Wellbeing & Diversity. A summary of the video below:</p> <p>Term 1 – Advice Centre including walk and talks, mental health awareness training + event crew, Black History Month.</p> <p>Campaigns – Campus Unity Week, Wobble Week, Black History Month, MENTion it.</p> <p>Term 2- Women's Only Hours, Love Yourself Week, Women's History Month</p> <p>Term 3 – Wellbeing Workshops, Stamp Out Spiking, Shout About It Week FH made an appearance thanking the CO's again for their work and reflected on the year highlighting Campus Unity Week as her favourite campaign.</p> <p>SS: Presented her Officer update reflecting on the term but on the year as President. A summary of her update below including what she has done to achieve the aims of her manifesto:</p> <p>Student Safety - HelpNotHarm – Drug and Alcohol Harm Reduction Campaign, NeverOk - Tackling Harassment and Sexual Misconduct, SHAG week, Safe Routes for Students</p> <p>Celebrating Students – Campus Unity Week, DHM, LGBT+ History Month, founded Student Impact Awards</p> <p>Student Experience – Commuter survey, Sport survey</p> <p>You can find SS's full Officer Update here.</p>	
4	<p>4. Previous minutes / actions</p> <ul style="list-style-type: none"> 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. Due September 2025. <p>FH to coordinate a meeting between FF and AC to build a resource over the summer period on supporting International Students and a 'how to' guide on accessing accommodation.</p> <ul style="list-style-type: none"> ALS to take on Community Officer feedback and implement realistic suggestions. Due September 2025 <p>ALS updated that they have take on many of the suggestions from the previous WCD and so far, have taken on/ continued:</p>	<p>FH to coordinate a meeting between FF and AC to build a resource over the summer period on supporting International Students and a 'how to' guide on accessing accommodation.</p>

	<ul style="list-style-type: none"> - Period dignity Campaign with WSCO + VP Wellbeing / Div – working to keep free period products at the sport centre. - Developed more Wellbeing Programmes to support students in Inclusion Communities. - Working on bettering communication between ALS and Students. - Increased the number of tournaments in term 3 for Students within Inclusion Communities to get involved with. <ul style="list-style-type: none"> • AOB: Election promotion + thanks to those that supported • AOB: 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. Due Summer 2025. • AOB: Community Officers to spend their budgets and utilise the additional funds allocated to their budgets. Due end of term. <p>FH updated on all AOB points and thanked all the CO's for their support.</p>	
5	<p>5. EDI & workplace adjustments</p> <p>What does equality and diversity mean to you as a student?</p> <p>JB – To JB, a good understanding of intersectionality of liberation groups and the importance of advocating for groups. Performance societies should be more training on casting and how people of colour are cast in roles.</p> <p>PC – Equality means having a safe space both physically and emotionally for Students – accommodating all spaces to ensure they are appropriate for everyone.</p> <p>FR – Different types of settings that will meet everyone's needs.</p> <p>PC – Inclusivity on food and all elements at events that would make a student return to the event.</p> <p>Do you need further support in your roles to support on EDI and inclusion communities?</p> <p>PC – As CO's already very involved and have first hand experience in a variety of training. Have</p>	<p>FH action to create EDI checklist resource for CO's when organising events and campaigns as well as liaise this information with Student Opportunities about having this checklist on their event proposals. Add this resources to the CO Teams Channel under 'Digital Resources.'</p> <p>FH to add additional training on 'how to use Teams' and 'How to find</p>

	<p>something very specific to tailor support for Communities and how</p> <p>FR – Community Officer support is great but would want further support for Societies as often have larger groups that are harder to plan for.</p> <p>PC – Suggested an EDI checklist that CO to use to enable their events are as accessible as possible. FH action to create EDI checklist resource for CO's when organising events and campaigns as well as liaise this information with Student Opportunities about having this checklist on their event proposals. Add this resources to the CO Teams Channel under 'Digital Resources.'</p> <p>JB – Could add this checklist to event proposals + Add documents to Teams channel</p> <p>PC – More support on navigating Teams as a Community Officer and having a 'How to Guide' on how the Teams channel can support Community Officers. FH to add additional training on 'how to use Teams' and 'How to find resources' for SLC25 training.</p>	resources' for SLC25 training.
6	<p>6. Priority 8: Financial support</p> <p>OD hosted an activity on the 5 priorities that relate to financial support and what are the barriers for Communities and how the Priority campaign can remove these barriers.</p> <p>This is the first activity for Priority 8, and this will build the workshop for Sabbs to work on to include representation across all communities.</p> <p>The top priorities on financial support include:</p> <ol style="list-style-type: none"> 1. More affordable food options on campus 2. More financial support for students 3. Increase social and study spaces 4. Cheaper and more frequent local transport 5. Make SU events more affordable and accessible. <p>PC – Meal deals at SU, transport and Student Bank accounts that include a rail card – communicate this better and how it can support students travelling, CIYK specific sports events and an opportunity to bulk buy tickets to make it more cost effective, 'broke night' deals to shift leftover drinks, non-transactional spaces need to be increased – library booking rooms can be used as a model for spaces available on campus. Communication about the uni bus and that students can use it.</p>	FH to take this information and initial thoughts / feedback from CO's and thread it into the Priority 8 workshop as part of the Sabb induction.

	<p>JB – Loyalty card promotion, loyalty cards for different facilities on campus and ‘meal deal Monday’ – discounts on food for certain days or themes, SU to partner with brands like ASDA, Boilerhouse increase hours of jacket potatoes, nhs resources and what they can get from the nhs as a student, more information on saving accounts and budgeting.</p> <p>SS responded with what the SU can do and loyalty cards etc.</p> <p>DFS – Tea coffee making facilities in Student Lounge, tiered options, communication and guidance, increase criteria for loans, short term accommodation like the Hub – empty accommodation could be used hostel style for Commuters, more bicycle friendly on campus + ‘borrow a bike’, breakdown of money spent at events.</p> <p>MD – Recently, it has gotten better to use transactional spaces without buying as conversations between SU and University around transactional spaces means it has gotten easier to use them without buying anything.</p> <p>JL – Loyalty app and broken for some new Students.</p> <p>DFS – To make a document on where facilities are and how accessible they are to get to / Travel bursaries.</p> <p>PC – More communication on Graduate accounts and what the benefits of having these accounts is</p> <p>*More work will be done on this over the summer and next academic year as the Sabbs will take on the elected priorities as campaigns lobbying for change and improving the student experience.</p>	
7	<p>7. Welcome Week & Freshers Fair feedback</p> <p>PC – Table – we need it!! Table was missed last year for CO’s which caused great disruption for CO’s start to the day. FH action to ensure table is organised for CO’s at Freshers Fair.</p> <p>FR – Community Officers near relevant societies</p> <p>JL – Neurodivergent Student Leaders need to be considered – one way system – bring back the</p>	<p>FH action to ensure table is organised for CO’s at Freshers Fair.</p> <p>FH action to create a document of ideas to support themselves and what is expected of</p>

	<p>wristband system, not trap committees. Staff to know who is on committee and then who is not.</p> <p>MD – Next year, could you host a meeting on what CO's can do at Freshers Fair or create a document of ideas to support Officers on how they can advertise themselves and what is expected of them at Freshers Fair e.g pushing community sign ups etc. FH action to create a document of ideas to support themselves and what is expected of them at Freshers Fair e.g pushing community sign ups etc.</p> <p>DFS – Commuting and Commuters to know when to come in and what is expected and a wider variety of events.</p> <p>PC – Tables together or separate?? One way system and does this work or could it be changed – could accessibility be increased by opening the space and the doors to the sports hall.</p> <p>JB – Having them together on the same table to raise awareness to intersectionality + request more chairs</p> <p>JL – booths for Community Officers and opposite were the relevant societies e.g LGBT+ Soc opposite LGBT+ Students Community Officer</p> <p>PC – More all Community Officer events during the term with all Officers present like a mingle or network.</p> <p>FR – More sections rather than alphabetical – what can we do to make it more friendly to students and how it can help.</p> <p>JL – x2 green wristbands per stall and the ability to step out and step in as committee – 2021 structure</p> <p>DFS – Sections make more sense as opposed to alphabetical since it eradicates any need for unknown.</p> <p>Physical map and a QR code to show where stores are visually and while they are waiting, they can identify the stalls – helpful for committee and attending students.</p> <p>Quiet hour to continue.</p>	<p>them at Freshers Fair e.g pushing community sign ups etc. This document is to be handed out at an organised mingle, FH is organising for all CO's to meet one another before the start of the 25/26 academic year.</p>
8	8. End of year feedback including communication & support	

	<p>PC – Enjoyed the 121's that are structured every term but liked the flexible option of 121's. Navigating Teams and understanding what communication methods work best for each CO Collaborative meal, recognition.</p> <p>FR – Teams on phone meant that it was easy to respond to messages.</p> <p>MD – Knew who they could go to and where the support was.</p> <p>DFS – Brought into things quickly and knew what to do very quickly.</p>	
9	<p>9. AOB:</p> <ul style="list-style-type: none"> • Student Leader Conference, Conference 2-3 June, Community Officers must attend. • Thank you drinks reminder - £200 tab has been set up for Exec Members at the Packhorse (29/05, 7-9pm). • All Community Officers 24/25 to complete a handover to give to Community Officer 25/26. If CO's are continuing in their role, they are more than welcome to complete a handover to reflect on their year and get a head start on the next or they can book a 121 with FH to do this verbally. 	<p>Community Officers 24/25 to complete a handover to give to Community Officer 25/26.</p>