

EXECUTIVE COMMITTEE | Minutes of the meeting held [via Teams] Friday 27 November 2020**Ex-officio members present**

Atree Ghosh | VP Union Development | Chair [He/Him]
 Oliver Robinson | SU President [He/Him]
 Shannon McCaul | VP Societies & Media [She/Her]
 Paul McCarthy | VP Sport [He/Him]
 Amy Merchant | VP Welfare [She/Her]
 Bee Morgan | VP Education [She/Her]

Liberation Campaigns Officers present

Jesse Phillips | LGBTQ+ Part-time Officer [They/Them]
 Amy Stanning | Mature & Postgraduate Students' Officer [She/Her]
 Max Kafula | BAME Students' Officer [He/Him]
 Molly Lawson | Students with Disabilities Officer [She/Her]
 Yu Hong Goh | International Students' Officer [She/Her]
 Charli Clement | Womens+ Officer [She/Her]
 Noah Katz | Faculty Taught Rep [They/Them]
 Sophie Banks | PG Rep Research [She/Her]

In attendance

Chris Cottam | Education & Support Unit Manager and Chair's Aide [He/Him]
 Alan Roberts | Interim Chief Executive [He/Him]

The meeting was held via Microsoft Teams due to the COVID-19 pandemic. The committee accepted that the meeting would be recorded for minutes purposes. The Chair welcomed and thanked members for attending. The recorded minutes were transcribed by the Executive Administrator.

Agenda Item 1 | Apologies | the VP Education apologised that she would be in and out of the meeting.

Agenda Item 2 | Minutes of previous meeting | held 13 November 2020 were presumed to be approved. The Chair asked that if anyone had any amendments could they be emailed to him.

Agenda Item 3 | Matters arising from the minutes [not elsewhere on the agenda]

Action from previous meeting | it was reported that discussion held was to be fed back into a campaign to be launched in term 2 on 'How the University has dealt with the Pandemic'.

Agenda Item 4 | Items for Approval

4.1 Ratification of LGBTQ+ Forum Bylaws | submitted by Jesse Phillips, LGBTQ+ Officer and attached

The committee was informed that some motions and amendments to the forum bylaws were presented and seconded at the general meeting, all of which related to positions on the Forum Executive. These were voted on in accordance with the bylaws, using Qualtrics [anonymous and allowed proxy voting] and all amendments / motions were passed.

No questions were raised. The amended Forum Bylaws were **ratified unanimously [by vote]**.

Agenda Item 5 | Items for Information**5.1 Update from Interim Chief Executive**

- Had been looking at the officer team committee and campaigns work and how these aligned with the staff's work plans.
- Given support on the democracy review – everyone encouraged to engage in order to try and reach the target of 1500/2000 responses.
- Been involved in discussions regarding the winter break arrangements.
- HR and financial work.

5.2 Update from Full-Time Officers

VP Union Development | elections and working with Chris Cottam | NUS Delegate hustings | Social Media takeover on Instagram and Facebook | currently working on training programme for new officers / JCRs.

VP Welfare | been involved in interviews for roles in Education & Support Unit [good for personal development] | working in collaboration on a bid for funding in relation to international students' experience with a view to making the transition of easier when they first arrive at the University, from a mental health aspect | had delivered care packages | working in collaboration on a basic essentials package for new students due to arrive and who would need to isolate | had met with Sports Welfare Officers with the VP Sport.

VP Sport | as part of his manifesto had encouraged Sports Executives to have a Welfare Officer on the committee and with Amy M had held a Teams Group meeting with a view to a 'bouncing of ideas' and sharing the experiences of those clubs that had done this in the past | Winter Virtual Roses underway | continuing with Corona activities | had attended a very useful Student Experience Committee meeting | had met with a company providing a careers platform for student athletes.

SU President | attended University Council where it declared a climate emergency and ? definition of anti-semitism [good news] | attendance at various high level University meetings | made the committee aware that the University Management Advisory Group [UMAG] had been abolished. However, Oliver

would have less oversight of the University's plans/activities, as he could not be on the replacement bodies as the expectation was collective responsibility for individuals on that body and he could not be bound by collective responsibility in University institutions.

VP Media & Activities | Societies Forum and new Federation Chairs in place and upcoming meeting | working on Veganuary campaign for January | attended ReFreshers Fair meeting and Student Experience Committee | had a helpful meeting with the Interim Chief Executive to streamline manifesto ideas and priorities | communications out to determine what society activities were taking place | helping to promote the Sportswoman app.

VP Education | attended hectic back-to-back meetings | working on direct queries from students | another good round of faculty forums | academic reps turnout highest ever and successful | work on exams and assessment of students – consultation circulated to staff re alternative assessments | based on recommendations University looking at upskilling students by creating 'Embrace Digital' [which had been used to upskill staff to teach online] | been part of the work to improve students only middle spaces as part of the rep campaign to make sure students voices are heard – with buy-in from the University and concrete actions | started conversations re lecture recording | attended University Council | feedback from forums passed to Covid-19 Student Experience Committee | work on students workload / feeling overwhelmed issues and PGR issues | spent time dealing with the 'travel window' regulations where students had teaching planned during that period | deadline extensions available for anyone to request if necessary.

5.3 Update from Liberation Campaigns Officers

LGBTQ+ Officer | voting underway | memorial up in Library for Transgender Remembrance and good feedback coming through, hoped to continue the good relationship both with LGBTQ+ staff network and the Library going forward | took part in the Transgender Remembrance vigil | Forum general meeting passed the bylaw changes and elected new Executive Committee for 2021 although no-one ran for the role of BAME Officer [nominations to be re-opened for by-election].

Mature Students' Officer | general meeting held and now have full officer team for the first time | excellent cook-along led by Goh Yu Hong, and although turnout was small those who attended enjoyed it [hope was for another event] | looking ahead at a discussion/event on the future of higher education and joint event with the LGBTQ+ forum History month | the fact it was hard to build engagement remained | to work on the development of the feedback questionnaire on the whole transition into postgraduate studies / study for mature undergraduates | end of term online event planned in the form of a talent show but volunteers and commitment were required for it to go ahead.

International Students' Officer | forum to review past welfare events as turnout smaller than hoped

Womens+ Officer | work to move elections to January and conversations taking place re doing these [as democratically as possible] by panel and merits as opposed to election | looking to add BAME Ambassadors to the Executive with a view to increasing representation | working on term 2 events/campaigns, to include Reproductive Rights on Abortion and Miscarriage, and looking to get non-binary members involved | from the International Day of Elimination of Violence against Women, working towards 16 days of activism until Womens' Rights Day.

BAME Students' Officer | been involved in discussions re safety of being an ethnic minority to increase levels of awareness or support | about to share out new reporting services being set up using confidential email | finally completed the extensive short to long term policy | various meetings held with NUS Liberation team to discuss the De-Colonisation campaign | worked with the VP Media & Societies to get the Societies Federation up and running | worked with the VP Union Development to arrange a BAME stakeholders meeting and preparing a presentation for Westminster politicians and industry experts on how to improve equality, diversity, inclusion on campus for BAME and ethnic students.

Students with Disabilities Officer | business as usual with attendance at Executive and forum meetings | working on relaunch of the Lancaster Autistic Society with reaffiliation to the Union and becoming a sub-group of the forum | planning for International Day of Persons with Disabilities – guest speaker secured by Charli | general meetings; eg, work on anonymous marking and how this affects students with disabilities.

Agenda Item 6 | Any Other Business

VP Welfare | mentioned that the Library had been in contact re the LibCal content, asking for meeting to discuss this.

ACTION | VP Welfare to attend LGBTQ+ forum meeting with view to taking this forward in collaboration with the LGBTQ+ Officer