

Amended

EXECUTIVE COMMITTEE | Minutes of the meeting held [via Teams] Tuesday 21 April 2020**Ex-officio members present**

Bethan Morgan | Vice President Education | she/her
 George Nuttall | Students' Union President | he/him
 Lewis Marriott | VP Campaigns & Communications | he/him
 Grishma Bijukumar | Vice President Welfare & Community | she/her
 Victoria Hatch | Vice President Activities | she/her

Members present

Fabiha Askari | Faculty Rep for Taught | Chair | she/her
 Bara Mala | PG Board Rep | she/her
 Lydia Moodycliffe | Womens+ Officer | she/her
 Gigi Bruschi | Students with Disabilities Officer | she/her
 Sarah Pennington | Students with Disabilities Officer | she/her
 Donna Pasquill | Mature Students' Officer | she/he
 Atree Ghosh as VP Union Development-elect | he/him

In attendance

Misbah Ashraf | Interim Chief Executive | she/her
 Chris Cottam | Education & Support Unit Manager and Chair's Aide | he/him
 Veronica Longmire | Executive Administrator | Minutes

Due to Covid-19 the meeting was held via Microsoft Teams. Those present gave permission for the meeting to be recorded.

Agenda Item 1 | Apologies | none submitted.**Agenda Item 2 | Minutes of previous meetings**

It was deemed the meeting had reached quorum and the amended minutes of 10 February [2020 02 10] | minutes of 25 February [2020 02 25] | minutes of 17 March [2020-03-17] accepted and approved.

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

- 3.1 Poster Code** | it was believed the code should remain under the remit of the VP Societies & Media. After taking into individuals' preferences, it was **agreed** the code would remain with the VP Societies & Media.
- 3.2 JCR Budgets** | all budgets / non-essential expenditure currently frozen due to cash-flow as a result of Covid-19 and rent rebates to Living tenants | this included all budget lines including part-time officer budget. It was noted that any outstanding invoices were being paid and anyone with invoices should submit these. It was clarified that the way the Union was set up as a Charity it was not possible to claim grants/loans except for the furloughing scheme of which phase 1 was already in place | that loans/grants would be repayable and the Bank's interest rate was better.
- 3.3 Rent Strike** | discussion included the potential for FTOs and/or Executive to sign an open letter to the Vice-Chancellor in support of Acorn | as an Executive the need to decide its priorities | the fact that the Union, as a whole, had to support strikes as passed in the Housing motion | the belief that the University had conceded as much as was possible. Noted that the VP Welfare & Community was already in conversation with Acorn.

Agenda Item 4 | Items for Approval

- 4.1 SCAN Bylaw** | after clarification was given as to the changes, noting that the VP Campaigns & Communications had attended the AGM, it was deemed the meeting had reached quorum and democratic processes followed. **The revised by-law was approved by the Executive Committee**
- 4.2 Lonsdale College JCR Amended By-law** | it was believed the AGM had reached quorum and democratic processes utilised. **The amended by-law was approved by the Executive Committee**
- 4.3 Executive Committee Term 3 Arrangements**
 The meeting noted that the paper submitted highlighted proposals to change Executive Committee arrangements during the Covid-19 pandemic | had been designed to reflect the challenges currently being experienced | that by agreeing such measures temporary changes to the Executive Committee by-law would be required | the Committee held powers as set out in the Executive Committee By-law and Articles of Association | the temporary changes should be for a fixed period not exceeding 30 June 2020 with a review at that point | use of Chair's actions | a reduction in quorum not less than 50% | all decisions agreed by the 'skeletal committee' would be circulated to the full membership | the appointment of a temporary Chair and Vice-Chair from within the committee | business discussed at meetings.
 The opinions of members present were invited by the Chair and included agreement to a reduction in quorum for the duration | that the reduction should not be less than 50% of the membership | that digital resolution should be sought for the benefit of members not present.

A reduction in quorum to 50% of the membership was favoured and digital resolution would be sought on this together with the make-up of the committee.

Committee members present **agreed**, in principle, to the recommendations / proposals but digital resolution would be sought.

ACTION | Chair to seek digital resolution on the reduced quorum, make-up of the committee and the general proposals / recommendations

Agenda Item 5 | Items for Discussion

- 5.1 Colleges & Recreational Sport** | discussion included the fact the recent petition had come from all college teams | affected the C and D leagues | recreational funding was no longer available for a full-time member of staff | an attempt could be made to self-fund for the coming year but this would not be a University priority the following year | that even after operational conversations there was no solution | the VP Activities, as the students representative, would do everything possible in the interests of students but at this point the pandemic had caused disruption | the Sports Review had been under discussion for a long time | the freeze on recruitment; ie Sports Centre Director.

The meeting was informed that due to the number of signatures on the petition there should be an automatic referendum and colleges would prefer to see the matter resolved to allow leagues to go ahead in September.

It was believed that an open and honest communications should be published to explain and offer more understanding of the matter | the importance for the Executive to acknowledge the issue and state what actions were being taken | the fact the petition had reached the threshold for discussion by the Executive Committee but had not specified clear required action | October would be the earliest point the matter could be submitted to a general meeting, October | Executive Committee had the power to go to referendum but would need to be mindful of the current situation.

ACTION | VP Activities and VP Campaigns & Communications to be involved in producing Communications for ratification by the Executive Committee prior to being published

Agenda Item 6 | Items for Information

- 6.1 Interim Chief Executive update**

Update highlighted that the main issue currently was cash-flow / full recruitment freeze by University / the Union was doing everything possible to help with cash-flow / 60% of Union staff were currently furloughed due to necessity / ERS staff furloughing work being undertaken / delivery of emergency food boxes to students who remained on campus / tenders for a full governance and democracy review, as agreed by Governance Sub-Committee, had been received and the final process underway / significant data breach due to human error / support being provided to staff working from home | external grants/funding clarified | consequences of liquidation of SU Living highlighted.

At this point it was after 6:30pm and a number of members left the meeting. The Executive Administrator also left and from this point the minutes were taken from the recorded meeting.

- 6.2 Covid-19 update** | all relevant information had been supplied throughout the meeting.

- 6.3 Officer updates** included exams statement from University / University meetings / faculty forums / tuition refunds due to loss of appropriate teaching / exceptional circumstances work and discussions with faculty reps / academic representation system online / dealing with student queries / set up Corona Community Facebook group / work with Counselling / campaign around people looking after themselves / work around transparency / video of what officers had done prior to Easter / communication and wellbeing main focus currently / work with other officers around rents on campus / weekly catch-ups / supporting students / moved health clinics online / work with University Commercial Services re sustainability / written Terms of Reference for SU Climate Emergency Working Group / work with societies around Ramadan celebrations / dealing with rents issue / digital attendance at University meetings / work with Management Team around SU Living / significant work on virtual Roses, taking place over the coming weekend / the SWD Encyclopaedia of Resources was finished.

ACTION | Chair to obtain issues / matters from the Committee which they believe should be discussed / raised at the next meeting

Agenda Item 7 | Any Other Business | none raised.

The meeting closed at 7:00pm and members in attendance were thanked for their time.