****EXECUTIVE OFFICER REPORT**

## Report Information

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| **Officer Role:** | Mature Student Officer |
| **Officer Name:** | **Genine Taylor** |
| **Date of Meeting:** | 15/09/2020 |
| **Date of Previous Student Council:** |  |

## Reporting

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| Summary  |
| I’ve had multiple communications with many different students regarding the beginning of the new year and reassurance of the expectations.Communication sessions during welcome week virtual and online and even before university started, I have continuing drop-in sessions for any student in person once a week, virtual available when needed or available.I meet up with Zoe, updated my photo, so people had a clear photo of me on the student union website.I have had people approaching me on-line trying to seek support they are hesitant at first trying to understand the position I hold or how the SU runs making sure they have the right person to talk too. From there I have felt confident enough to support the students when they just want to talk or need the extra signposting. I tried to create an event for students to meet, social interactions with others, although students are hesitant due to the restrictions, but will continue working out ways to facilitate interactions with the Mature Student Society (MSS), and on that note MSS have recently been ratified so I will work with societies to connect with other students. |

### Manifesto Pledges

What have you done in this reporting period (between the last Council meeting and now) to get you closer to achieving your manifesto pledges?

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| --- | --- | --- |
| **Manifesto Point** | **Progress Since Last Meeting** | **RAG Rating** |
| Communications | Communication Drop-in sessions during welcome week Virtual and Online |  |
| Communications | Continuing Drop-in sessions for any student in person once a week, virtual available when needed or available |  |
| Mature Student Participation | I tried to create an event for students to meet, social interactions with others |  |
| Support Students Health and Wellbeing | I have been signposting student or that have become over whelmed. |  |

### Mandates

What have you done in this reporting period (between the last Council meeting and now) to get you closer to completing your mandates?

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| --- | --- | --- | --- |
| **Mandate** | **Date of Mandate** | **Progress Since Last Meeting** | **RAG Rating** |
|  | MM/YY |  |  |
|  | MM/YY |  |  |
|  | MM/YY |  |  |
|  | MM/YY |  |  |
|  | MM/YY |  |  |

### Other Items

Please highlight any other notable actions since the last Council meeting.

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| **Issue/Action** | **Progress Since Last Meeting** |
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### Declarations

Please highlight any gifts or benefits received as part of your role in the reporting period.

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| --- | --- | --- |
| **Gift/Benefit** | **Value** | **Reason** |
| N/A |  |  |
|  |  |  |

### Meetings

Please list all meetings you have attended in your capacity as a student representative during the reporting period. In the update section, please focus on the issues discussed and how you represented student views in that meeting.

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| --- | --- | --- | --- |
| **Meeting Name** | **Date** | **Length of Meeting (Hours)** | **Update** |
| Student Advice Team - Hollie | 25/09/2020 | 30min | Discussion on students that needed academic advice |
| Student Executive Committee | 29/09/2020 | 1 hr | First Meeting, Verbal Updates, Approval of Terms of Reference, |
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### Timesheet

Please list your work hours during the reporting period and your main work location for that day.

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| --- | --- | --- |
|  | **Week 1: 01/09/2020** | **Total Hours: 2** |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | 18:00 |  |  |  |  |  |  |
| Out | 20:00 |  |  |  |  |  |  |
| Total | 2 hrs |  |  |  |  |  |  |
| Location | Virtual - Home |  |  |  |  |  |  |
|  |  |  | W**eek 2:** | **07/09/2020** |  | **Total Hours:** |  |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | HH:MM |  |  |  |  |  |  |
| Out | HH:MM |  |  |  |  |  |  |
| Total | HH:MM |  |  |  |  |  |  |
| Location |  |  |  |  |  |  |  |
|  | **Week 3:** 14/09/2020 | **Total Hours: 2.5 hrs** |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | 17:00  |  |  |  |  | 14:00 |  |
| Out | 18:30 |  |  |  |  | 15:00 |  |
| Total |  1.5 hrs |  |  |  |  | 1 hr |  |
| Location | Virtual - Home |  |  |  |  | Virtual |  |
|  | **Week 4:** 21/08/2020 | **Total Hours: 8 hrs** |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | 10:30 |  | 12:00 |  | 11:30 |  | 10:00 |
| Out | 12:00 |  | 13:00 |  | 15:30 |  | 11:00 |
| Total | 1.5 hrs |  | 1.5hr |  | 4 hrs |  | 1hr  |
| Location | UON - Virtual |  | Virtual – UON |  | Engine Shed |  | Virtual |
|  | **Week 5:** 28/09/2020 | **Total Hours: 7.5 hrs** |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | HH:MM | 17:00 |  | 11:00 / 19:47 | 12:00 |  |  |
| Out | HH:MM | 18:00 |  | 13:00 / 21:45 | 13:30 |  |  |
| Total | HH:MM | 1hr |  | 3hrs / 2 hrs  | 1.5hrs |  |  |
| Location |  | Virtual – Home |  | Senate Building | Virtual - Home |  |  |