****EXECUTIVE OFFICER REPORT**

## Report Information

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| Officer Role: | VP Education |
| Officer Name: | Yeqi Zhou |
| Date of Meeting: | 15/10/2020 |
| Date of Previous Student Council: |  |

## Reporting

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| Summary  |
| July:* Official training as a Sabbatical officer, facilitated by the Student Union and University. The areas included Organisation History and Strategy, Skills training, Mental Health, Academic Support for students, Sports and Society, Course and Faculty Advocates, Marketing, Trustees training and SU Democracy. The training helped me improve my working skills, understand clearly about the Student Union and what I can do for students which has laid a good foundation for my future work.
* Got in touch with the NUS each week in July to know the situation in other universities and share the information about Covid-19.
* Two meeting with the Chair of the Board about introductions and information of the Board Governor meeting in next month.
* This month was a preparation stage for our work in the future. I got many useful and helpful information and started to prepare my plan.

August:* Catch up Meeting with Course Advocacy Coordinator which helped me understand the Student Representation Policy and the power of the Course and Faculty Advocates.
* Improved my English skills for better understanding and expression in my future work.
* Connected the information get in July, I started to plan my manifesto point actions and made clear of my goals and objectives.
* Had Sabbatical meetings to get close communications and worked as a team.

September:* The Sabbatical team shared priorities and objectives with SU staff at the Union Open Forum
* To support marketing and Freshers Week activity we all created SU videos and photography and these published in the SU social media which was good to show the visibility of all Sabbatical officers and let more students to get involved in.
* Hold BME Students’ Coffee Event of the Freshers Week and helped the student to solve problems.
* The Sabbatical team officers and Staff officers worked together for the ‘Lecture shout out’ through online or face to face which could let more student know what the SU is and what the SU can do for the students. The content included introduction of the SU, introduction of the Sabbatical Officers, Course Advocacy, Academic Societies and Students’ Union Advice Service.
* Catch up Meeting with Course Advocacy Coordinator for updates and plan for future connections with the faculty advocates.
* Catch up Meeting with Head of Charitable Services and made Online survey called ‘tell Yeqi’ about asked students their online learning experience. Collected data for future solution(Will be update in the next Council meeting).

**Projects** The sabbatical team is currently exploring options for an SU App intended to improve student engagement with Union officers and services.  |

### 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 |
| Try to create a better environment for students such as more study rooms or spaces for the whole week. | 1. With the situation of Covid-19, it is hard to create more study rooms due to the space available and restrictions on occupancy.
2. I will hold a weekly drop in session in the Learning Hub (W/C 19th October) for students to share their learning experience and issues. So I can collect data and feedback from the students to inform actions or campaigns and it’s also a good way to show the SU visibility.
 | In Progress |
| Helping students to practice in studying or finding jobs, try to hold online speeches. | 1. I intend to hold online sessions to support students in gaining practical skills. I am currently researching options and topics for online delivery.
2. I hope to engage student groups such as Course Advocates in these sessions to support them in learning the skills more deeply and after that they share the sessions or sign post to future sessions
 | In progress |
| Ensuring students can meet their demands about education fields for students through the SU.  | 1. Planned different ways to show more visibility to the students.
2. A weekly drop in session in the Learning Hub (W/C 19th October) to have more communications with the students.
3. Due to Covid-19, online learning will be the main teaching method. Through my campaign ‘tell Yeqi’ I’ll be using an online survey for collecting data and feedback of student online learning experience, tried to list the good and bad points about online learning and find out potential solutions.
 | In progress |
| Conduct surveys and interviews for getting a prompt response to mental health needs and try to ensure every student is treated fairly. | 1. After Sabbatical training, I found out that the VP Activity and Welfare role is more focused on mental health part, so I changed the surveys and interviews field into education (as above).
2. I am member of the Student Support Forum and use this to get and share useful information with other officers and Union Staff.
 | In progress |
| Try to improve the SU social media being more beautiful and practical. | 1. Started to run my SU social media account such as Facebook and WhatsAPP. Tried to add as many students as I can. For there was limitations everyday and some of the students hadn’t agree yet, till now I have added 141 students in my Facebook.
2. Made video about the information of Course Advocate and it was shared by the Unions and my officer Facebook page.
3. Took picture about the Sabbatical Team Officer and post it on SU social media.
4. Post or forward useful information or important message through my social media every week. Till now I forwarded 7 articles.
 | In progress |

### 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 |  |  |

### 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** |
|  |  |  |

### 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 | DateDD/MM/YYYY | Length of Meeting (Hours)HH:MM | Update |
| HR induction, Organisation Structure, Photos and Laptop Handover | 30/06/2020 | 03:00 | Training, Organisation Vision, Mission and Value |
| Stay in touch with NUS and other SUs on coronavirus | 30/06/2020 | 01:00 | Situation update and communication with other University SU |
| Organisation History, Strategy 2018-21 and Strategy 2021-24 | 01/07/2020 | 03:00 | Training, Student Wellbeing, Student Academic Experience and Student developmentFinancial strategy |
| Board Introduction | 01/07/2020 | 01:00 | Training, Introduction with the Board members |
| Student Support Forum | 02/07/2020 | 02:00 | Attended as an observer |
| Introduction meeting: Chair of the Board and New Student Governors | 02/07/2020 | 01:00 | Training, Introduction with the Chair of Board  |
| LLS SEC | 03/07/2020 | 01:30 | Attended as an observer |
| “Hats”, Conflicts and Skills Set Review | 03/07/2020 | 03:00 | Training, working skills |
| Trustee Board Papers | 06/07/2020 | 03:00 | Training |
| Stay in touch with NUS and other SUs on coronavirus | 07/07/2020 | 01:00 | Situation update and communication with other University SU |
| Understanding Student Council and Reporting | 07/07/2020 | 03:00 | Training, focus on how I should report to Council and the sort of scrutiny I should expect |
| Exec training Day 1 | 08/07/2020 | 02:00 | Training, The SU, Staff and Sabb roles, Covid-19 and SU unlocking plans |
| Introduction Meeting | 08/07/2020 | 01:00 | Catch up meeting with the Board |
| Professionalism and Working as a Team | 10/07/2020 | 03:00 | Training, Team work skills, communication |
| Mark, Yeqi and Sami | 10/07/2020 | 01:00 | Catch up meeting with the Chair of the Board |
| Marketing and Communication Training | 14/07/2020 | 03:00 | Training, Marketing |
| Stay in touch with NUS and other SUs | 14/07/2020 | 01:00 | Situation update and communication with other University SU |
| Exec training Day 2 | 15/07/2020 | 03:00 | Training |
| Meeting before Board Meeting | 15/07/2020 | 00:45 | Catch up meeting |
| Student Complaint Chain: Briefing for all new and continuing officers | 20/07/2020 | 01:00 | NUS Training |
| Sports and Societies Training | 21/07/2020 | 03:00 | Training |
| Stay in touch with NUS and other SUs | 21/07/2020 | 01:00 | Situation update and communication with other University SU |
| Advocacy and Advice Training | 21/07/2020 | 03:00 | Training, Course and Faculty Advocates |
| Students’ Union Business Recovery Group Meeting | 21/07/2020 | 01:00 | Situation UpdateDraft financial budget was shared and requested to be approved at the September Trustee meeting |
| Marketing and Communications Training | 22/07/2020 | 03:00 | Training, Marketing, Social Media |
| Exec training Day 3 | 22/07/2020 | 02:00 | Training, Marketing |
| Governance and Democracy Training | 23/07/2020 | 03:00 | Training |
| Transition to HE | 24/07/2020 | 00:30 | Catch up meeting  |
| Exec and CEO planning session | 27/07/2020 | 03:00 | Communication, Discussed Sabbs objective with CEO and planned how to deliver them and what support Sabbs needed |
| Stay in touch with NUS and other SUs | 27/07/2020 | 01:00 | Situation update and communication with other University SU |
| Stay in touch with NUS and other SUs | 04/08/2020 | 01:00 | Situation update and communication with other University SU |
| Exec training Day 4 | 05/08/2020 | 02:00 | Marketing Training |
| Trustees Away Day | 11/08/2020 | 04:30 | Priorities for the year were discussed and reflections on 19/20 sharedApproach to “Big plans” was shared and agreed by CEOUpdate of Covid-19 |
| Stay in touch with NUS and other SUs | 11/08/2020 | 01:00 | Situation update and communication with other University SU |
| Exec training Day 5 | 12/08/2020 | 03:00 | Training |
| CS and YZ- Student Representation Policy | 13/08/2020 | 01:00 | Representation Policy, Purpose and scope, Key principles, Key responsibilities |
| Sabbatical meeting | 14/08/2020 | 01:00 | Communication, Work as a group, plan for APP |
| Mark and Yeqi | 19/08/2020 | 00:45 | Catch up meeting with the Chair of the Board |
| Sabb Priorities | 21/08/2020 | 00:30 | Training |
| Sabbs and Kate | 25/08/2020 | 01:00 | Catch up Meeting |
| Board of Governors | 26/08/2020 | 03:00 | Updated about current situation and readiness for students to return to or start studyDiscussion about Governors getting closer to Union activity and officers, including a visit to Engine Shed |
| Meeting in Platform Cafe | 27/08/2020 | 02:00 | SU App business plan |
| Liberation Forums Council Working Group | 02/09/2020 | 01:30 | Updates been given by Lucinda |
| Exec and Union Management | 02/09/2020 | 00:45 | General updates meeting and support from Management |
| Marketing Meeting | 03/09/2020 | 01:00 | Discussion about Sabs visibility and how can we reach out to more students |
| SU Video | 04/09/2020 | 01:30 | Take video with the Sabbs team  |
| Sabbatical Team meeting | 07/09/2020 | 01:00 | General update  |
| Sabbs and Kate | 08/09/2020 | 01:00 | Catch up Meeting |
| Exec and Union Management | 08/09/2020 | 00:45 | General updates meeting and support from Management |
| AdvanceHE: Student Governor 1 | 09/09/2020 | 05:30 | Training |
| Student Support Forum | 10/09/2020 | 02:00 | Updates |
| Overview of Fund proposals from Financial Guidance Team | 10/09/2020 | 01:00 | Review the fund proposal for the upcoming year and approved it |
| Course Advocacy and VP Ed Catch up | 10/09/2020 | 00:30 | Updates, plan for further meeting with Faculty advocates |
| Freshers Video& Group Photo | 10/09/2020 | 03:30 | Made video with Sabbs team officers |
| SU App Business plan for BOT | 14/09/2020 | 05:00 | Brief discussion about SU App |
| Union Update and Open Forum | 15/09/2020 | 02:00 | General Updates, Covid-19 Updates |
| Exec and Union Management | 15/09/2020 | 00:45 | General updates meeting and support from Management |
| International Student Drop-In | 16/09/2020 | 01:30 | Online drop in session |
| Meeting with SAS&SU | 16/09/2020 | 01:00 | Updates |
| YZ and CS Catch Up Meeting | 17/09/2020 | 00:30 | Updates |
| Sabbs and Kate | 22/09/2020 | 01:00 | Catch up  |
| BME Students’ Coffee Event | 22/09/2020 | 02:30 | Online and face to face drop in session |
| Student Support Forum | 24/09/2020 | 02:00 | Updates |
| Students Union Board of Trustees- Main Board | 24/09/2020 | 03:00 | Received updates from sub-committee.The 20/21 budget was approvedUnion Operational reporting was discussed, 19/20Impact report noted‘Big Plan’Sabbs reports |
| Board of Governors | 25/09/2020 | 01:00 | General updates |
| Board of Governors Away Day | 25/09/2020 | 07:00 | Plans and strategies for the future |
| Sabbs and Kate | 29/09/2020 | 01:00 | Catch up  |
| Exec and Union Management | 29/09/2020 | 00:45 | General updates meeting and support from Management |
| Weekly Catch Up | 29/09/2020 | 00:30 | Get support for ‘online survey’ |
| Course Advocacy Video | 29/09/2020 | 00:30 | Made video to tell about Course Advocacy, posted on Facebook |
| Student Exec Committee Meeting | 29/09/2020 | 02:00 | Updates |
| Officer Council Reports and Briefing | 30/09/2020 | 01:00 | Support for Council Reports |
| SU APP Discussion& SU Web development | 01/10/2020 | 01:00 | Meeting Rosie regarding SU App |
| Exec and Union Management | 06/10/2020 | 00:45 | General updates meeting and support from Management |
| Elections Reform Working Group | 07/10/2020 | 01:30 | Updates for elections rules(First Draft) |

### Timesheet

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

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|  | **Week 1:** 01/07/2020 | **Total Hours: 28** |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In |  | 09:00 | 09:00 | 09:00 | 09:00 |  |  |
| Out |  | 15:00 | 16:00 | 16:00 | 17:00 |  |  |
| Total |  | 6 | 7 | 7 | 8 |  |  |
| Location |  | Platform/WFH | WFH | WFH | WFH |  |  |
|  | **Week 2:** 06/07/2020 | **Total Hours: 37.5** |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | 09:00 | 09:00 | 09:00 | 09:00 | 09:00 |  |  |
| Out | 17:00 | 17:00 | 17:00 | 17:00 | 14:30 |  |  |
| Total | 8 | 8 | 8 | 8 | 5.5 |  |  |
| Location | WFH | WFH | WFH | WFH | Platform/WFH |  |  |
|  | **Week 3:** 13/07/2020 | **Total Hours: 37.5** |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | 09:00 | 09:00 | 09:00 | 09:00 | 09:00 |  |  |
| Out | 17:00 | 17:00 | 17:00 | 14:30 | 14:30 |  |  |
| Total | 8 | 8 | 8 | 8 | 5.5 |  |  |
| Location | WFH | WFH | WFH | WFH | WFH |  |  |
|  | **Week 4:** 20/07/2020 | **Total Hours: 37.5** |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | 09:00 | 09:00 | 09:00 | 09:00 | 09:00 |  |  |
| Out | 17:00 | 17:00 | 17:00 | 17:00 | 14:30 |  |  |
| Total | 8 | 8 | 8 | 8 | 5.5 |  |  |
| Location | WFH | WFH | WFH | WFH | WFH |  |  |

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|  | **Week 5:** 27/07/2020 | **Total Hours: 37** |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | 09:00 | 09:00 | 09:00 | 09:00 | 09:00 |  |  |
| Out | 17:00 | 17:00 | 17:00 | 17:00 | 14:00 |  |  |
| Total | 8 | 8 | 8 | 8 | 5 |  |  |
| Location | Engine Shed/WFH | WFH | WFH | WFH | WFH |  |  |
|  | **Week 6:** 03/08/2020 | **Total Hours: 37** |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | 09:00 | 09:00 | 09:00 | 09:00 | 09:00 |  |  |
| Out | 17:00 | 17:00 | 17:00 | 17:00 | 14:00 |  |  |
| Total | 8 | 8 | 8 | 8 | 5 |  |  |
| Location | WFH | WFH | WFH | WFH | WFH |  |  |
|  | **Week 7:** 10/08/2020 | **Total Hours: 35.5** |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | 09:00 | 09:00 | 09:00 | 09:00 | 09:00 |  |  |
| Out | 17:00 | 17:00 | 15:00 | 17:00 | 14:30 |  |  |
| Total | 8 | 8 | 8 | 8 | 5.5 |  |  |
| Location | WFH | Platform/WFH | WFH | WFH | LH/WFH |  |  |
|  | **Week 8:** 17/08/2020 | **Total Hours: 36.5** |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | 09:00 | 09:00 | 09:00 | 09:00 | 09:00 |  |  |
| Out | 16:00 | 17:00 | 17:00 | 17:00 | 14:30 |  |  |
| Total | 7 | 8 | 8 | 8 | 5.5 |  |  |
| Location | WFH | WFH | WFH | WFH | WFH |  |  |

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| --- | --- | --- |
|  | **Week 9:** 24/08/2020 | **Total Hours: 37.5** |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | 09:00 | 09:00 | 09:00 | 09:00 | 09:00 |  |  |
| Out | 17:00 | 17:00 | 17:00 | 17:00 | 14:30 |  |  |
| Total | 8 | 8 | 8 | 8 | 5.5 |  |  |
| Location | WFH | WFH | WFH | Platform/WFH | WFH |  |  |
|  | **Week 10:** 31/08/2020 | **Total Hours: 37.5** |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | 09:00 | 09:00 | 09:00 | 09:00 | 09:00 |  |  |
| Out | 17:00 | 17:00 | 17:00 | 17:00 | 14:30 |  |  |
| Total | 8 | 8 | 8 | 8 | 5.5 |  |  |
| Location | WFH | WFH | WFH | WFH | Engine shed/WFH |  |  |
|  | **Week 11:** 07/09/2020 | **Total Hours: 37.5** |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | 09:00 | 09:00 | 09:00 | 09:00 | 09:00 |  |  |
| Out | 17:00 | 17:00 | 17:00 | 17:00 | 14:30 |  |  |
| Total | 8 | 8 | 8 | 8 | 5.5 |  |  |
| Location | Engine shed/WFH | Engine shed/WFH | Engine shed/WFH | WFH | WFH |  |  |
|  | **Week 12:** 14/09/2020 | **Total Hours: 37** |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | 09:00 | 09:00 | 09:00 | 09:00 | 09:00 |  |  |
| Out | 17:00 | 17:00 | 17:00 | 17:00 | 14:00 |  |  |
| Total | 8 | 8 | 8 | 8 | 5 |  |  |
| Location | Engine shed/WFM | Engine shed/WFH | Engine shed/WFH | Engine shed/WFH | WFH |  |  |
|  | **Week 13:** 21/09/2020 | **Total Hours: 39.5** |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | 09:00 | 10:30 | 09:00 | 10:00 | 09:00 |  |  |
| Out | 17:00 | 18:30 | 17:00 | 20:30 | 14:00 |  |  |
| Total | 8 | 8 | 8 | 10.5 | 5 |  |  |
| Location | Engine shed/WFH | Engine shed/WFH | Engine shed/WFH | WFH | WFH |  |  |
|  | **Week 14:** 28/09/2020 | **Total Hours: 37.5** |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | 09:00 | 09:00 | 09:00 | 09:00 | 09:00 |  |  |
| Out | 17:00 | 17:00 | 17:00 | 17:00 | 14:30 |  |  |
| Total | 8 | 8 | 8 | 8 | 5.5 |  |  |
| Location | Engine shed/WFH | Engine shed/WFH | Engine shed/WFH | WFH | WFH |  |  |