****EXECUTIVE OFFICER REPORT**

## Report Information

|  |  |
| --- | --- |
| **Officer Role:** | Vice President of Welfare and Activities |
| **Officer Name:** | **-**Yuanting |
| **Date of Meeting:** | 15/10/2020 |
| **Date of Previous Student Council:** | --- |

## Reporting

|  |
| --- |
| Summary  |
| From July 1st we started our training, covered areas of Mental Health, Academic Support, Marketing, Trustees training, SU Democracy. We also attending NUS Lead Change.Started planning a campaign to address the bias within the University. For this month it will be Black History Month. We offered movie night at the Engine Shed and we also invite guest speaker to talk about Black History. To support marketing and Freshers Week activities we all created SU videos and photography.The sabbatical team is currently exploring options for an SU App intended to improve student engagement with Union officers and services. We are forming a business plan and proposal to share at the next Student Council.I attend weekly meeting with School Mental Health team, help introducing the school mental health service team to offer support for student for their mental health requirement. The recent event I am doing is the World Mental Health Day with blog post on the social media. |

### 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?

|  |  |  |
| --- | --- | --- |
| **Manifesto Point** | **Progress Since Last Meeting** | **RAG Rating** |
| Society activities and campaignI | Planned Black History Month campaign and events, followed the Mental health calendar post blog post about the WMH Days (SU Instagram).  We sabbatical team are working on launching a campaign by the end of the first term “Bias and its types” under the umbrella of “Campaign for change”. We are planning for it now and once planning is completed then will run a survey for students to get involved. |  |
| Accommodation quality comment platform | Following up the plan with the Su apps, I plan to add a new section on the Navigation page and write a rough business plan about it. For this month I posted blog post on my SU Facebook account to provide guidance for student to rent their house.  |  |
| Jobs assistance and more part-time jobs | I offered job advice and CV advice through social media. Two graduates’ students come and ask me for Job advice for Tier 2 Visa and 1 come to ask me for Part-time job in the school (Face book:Yuanting Jiang).  |  |
| Online student support | I did online drop in on SU Instagram account about the student’s top tips and the school international student drop in this month. I received 6students requirement. including online enrolment, Cas problems, Nile login problems, school courses selection and Visa problems (WeChat and Email). As a team we provide monthly drop-in sessions to students. In September we had drop-in sessions, on 22nd September we had an “International Coffee Event” and “BME Students' Coffee Event”. On 23rd September I was part of the “LGBTQ+ Coffee event” these all took place in an engine shed (SU Instagram). |  |
|  Visibility of SU and the sabbatical officer team | All sabs to make monthly videos for students to understand how they can benefit themselves from SU services and opportunities. A few videos have already been shared, Link to the video <https://youtu.be/zQ-sS3dTepo> |  |
| Improvement on Student’s safety | Started the ‘Ask Angela’ a Welfare Campaign. We as a sabbatical team have make an agreement on walking students from school to town in daytime to introduce the town, such as which lane has CCTV to help them better back home after club. This plan will be delayed util Jan because COVID decrease the student numbers in Sep. |  |

### Mandates

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

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

### Other Items

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

|  |  |
| --- | --- |
| **Issue/Action** | **Progress Since Last Meeting** |

### Declarations

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

|  |  |  |
| --- | --- | --- |
| **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.

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting Name** | **Date** | **Length of Meeting (Hours)** | **Update** |
|  | DD/MM/YYYY | HH:MM |  |
| Organisation History, Strategy 2018-21 and Strategy 2021-24 | 01/07/20 | 09:00 to 12 pm | Training |
| Student Support Forum | 02/07/20 | 10:00 to 12:00  | Get to know the school department and policy |
| "Hats", Conflicts and Skills Set Review | 03/07/20 | 13:00 to 16:00 | Training |
| Trustee Board Papers | 06/07/20 | 09:00 to 12:00 | Training |
| Stay in touch with NUS and other SUs on coronavirus! (South) | 07/07/20 | 13:00 to 14:00 | Situation update |
| Introduction Meeting with chair of Student council | 08/07/20 | 14:00 to 15:00 | Introduction meeting  |
| Professionalism and Working as a Team | 10/07/20 | 09:00 to 12:00 | Training |
| Business Recovery Group – University  | 13/07/20 | 12:30 to 14:00 | Situation update |
| Marketing and Communications Training | 14/07/20 | 09:00 to 12:00 | Training |
| Catch Up before meeting | 14/07/20 | 16:30 to 17:00 | Training for Board of trustees Chairing |
| Business Recovery Group Board of Trustees | 14/07/20 | 17:30 to 18:30 | Situation Update |
| Board Meeting preparation | 15/07/20 | 13:00 to 13:45 | Discussed Board of governor’s paper before meeting |
| Board of Governors | 15/07/20 | 15:30 to 18:00 | Overall University Progress was discussed and University preparation for September arrivals were shared. |
| Commercial Services Training | 20/07/20 | 09:00 to 12:00 | Training |
| Student Complaint Chain: Briefing for all new and continuing officers | 20/07/20 | 14:00 to 15:00 | NUS Training |
| Sports and Societies Training | 21/07/20 | 09:00 to 12:00 | Training |
| Stay in touch with NUS and other SUs on coronavirus! (South) | 21/07/20 | 13:00 to 14:00 | Situation Update  |
| BRG meeting prep, Board of trustees | 21/07/20 | 16:30 to 17:00 | Preparation for BRG of BOT |
| Marketing and Communications Training | 22/07/20 | 13:30 to 16:30 | Training |
| Governance and Democracy Training | 23/07/20 | 09:00 to 12:00 | Training  |
| Exec Committee | 27/07/20 | 10:00 to 10:30 | Discussion about Exec Committee |
| Exec and CEO planning session | 27/07/20 | 11:00 to 14:00 | We discussed our objective with CEO and planned how we will start to deliver them and what support we needed |
| Stay in touch with NUS and other SUs on coronavirus! (South) | 28/07/20 | 13:00 to 14:00 | Situation update |
| IT Steering Group | 29/07/20 | 09:00 to 10:00 | Update was been shared regarding September intake |
| Student Support Forum | 30/07/20 | 10:00 to 12:00 | Updates of regarding September intake |
| Stay in touch with NUS and other SUs on coronavirus! (South) | 04/08/20 | 13:00 to 14:00 | Situation updates |
| Exec Committee First meeting | 04/08/20 | 14:00 to 15:30 | Introduction meeting and objectives been shared |
| Trustees Away Day | 11/08/20 | Whole day | Priorities for the year were discussed and reflections on 19/20 sharedApproach to “Big plans” was shared and agreed by CEO |
| Governor training | 12/08/20 | 13:00 to 14:00 | Training  |
| Unitu Intro | 13/08/20 | 09:00 to 10:00 | Meeting regarding increasing student engagement in surveys  |
| Sabs meeting | 14/08/20 | 15:30 to 16:30 | Discussion about Sabs visibility |
| Meeting with chair of board of governors | 18/08/20 | 11:45 to 12:00 | Discussion about how to be a successful student governor and we discussed board papers |
| Membership Introduction Sessions: SU Officers | 19/08/20 | 13:30 to 15:00 | We have been informed about our rights as member of NUS |
| Sabs Priorities discussed with union management | 21/08/20 | 10:45 to 11:15 | Discussion with management that how they can help us to achieve our objectives |
| Business Recovery Group | 24/08/20 | 10:00 to 11:00 | Situation updates |
| IT Steering Group | 25/08/20 | 09:00 to 10:00 | September Intake updates |
| University welcome video | 25/08/20 | 11:30 to 12:00 | Made video for University welcome week |
| Board of Governors | 26/08/20 | 09:00 to 12:00 | 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 |
| Sabs meeting at platform | 27/08/20 | 10:00 to 12:00 | Discussion about SU App business plan |
| Membership Introductions: SU Officers | 28/08/20 | 10:30 to 12:00 | Meeting with NUS elected officers |
| Men's Football Appeal | 28/08/20 | 13:30 to 14:00 | Addressing issues, concluding appeal forwarding decision to the team |
| Liberation Forums Council Working Group | 02/09/20 | 11:00 to 12:30 | Updates been given by Lucinda |
| Exec and Union Management | 02/09/20 | 13:00 to 14:00 | General updates meeting and support from Management |
| Marketing Meeting | 03/09/20 | 15:00 to 16:00 | Discussion about Sabs visibility and how can we reach out to more students |
| Wellbeing community steering group | 07/09/20 | 10:00 to 12:00 | Update about university policy |
| Susie/Ivy Regular Planning Session | 07/09/20 | 15:00 to 15:30  | General discussion and support from CEO |
| Exec and Union Management | 08/09/20 | 13:00 to 14:00 | General updates meeting and support from Management |
| Advance HE: Student Governor 1 | 09/09/20 | 10:00 to 15:30 | Training |
| Student Support Forum | 10/09/20 | 10:00 to 12:00 | Updates  |
| Overview of Fund proposals from Financial Guidance Team | 10/09/20 | 12:00 to 13:00 | We review the fund proposal for the upcoming year and approved it |
| Freshers Video & Group Photo | 10/09/20 | 13:00 to 16:30 | We made Freshers video with Zoe |
| MHFA - SU | 11/09/20 | 12:00 to 13:30 | Discussion about Mental Health First Aid courses |
| Union Update and Open Forum | 15/09/20 | 10:00 to 12:00 | Updates |
| International Student Drop-In | 16/09/20 | 09:00 to 10:30 | I was there in both Online and face to face drop-in session |
| Meeting with SAS & SU | 16/09/20 | 10:30 to 11:30 | updates |
| Student Union Vice President Talk | 18/09/20 | 10:30 to 11:00 | Drop-in session with students |
| International Coffee Event | 22/09/20 | 09:30 to 12:00 | Meeting students and discussing their issues |
| Allocation Committee | 22/09/20 | 12:30 to 13:00 | Approving Societies funding |
| BME Students' Coffee Event | 22/09/20 | 13:00 to 15:00 | Meeting students and discussing their issues |
| Student Support Forum | 24/09/20 | 10:00 to 12:00 | Updates from University  |
| Board Meeting Run Through | 24/09/20 | 14:30 to 15:30 | Preparation for board meeting |
| Thank you and Cheers to the weekend | 24/09/20 | 14:45 to 15:45 | Union staff and sabs Thank you meeting  |
| Students' Union Board of Trustees Finance Committee | 24/09/20 | 16:00 to 16:30 | Approval of the 20/21 budget recommended to Board of Trustees for approval |
| Students' Union Board of Trustees HR Committee | 24/09/20 | 16:30 to 17:00 | Updates from CEO on staffing changes and the return of staff from furlough.  |
| Students Union Board of Trustees - Main Board | 24/09/20 | 17:45 to 20:45 | Received updates from sub-committee as above.The 20/21 budget was approvedUnion Operational reporting was discussed, 19/20Impact report notedSabs impact report was noted/ |
| Board of Governors | 25/09/20 | 08:30 to 09:30 | General board meeting, overall university updates. |
| Board of Governors Away Day | 25/09/20 | 09:30 to 16:30 | Plans and strategies were presented by VC for the upcoming years.  |
| Quick Catch up re World MH DAY 2020 | 28/09/20 | 14:30 to 15:30 | General discussion about plans for world MH Day |
| Susie/Ivy Regular Planning Session | 28/09/20 | 15:40 to 16:30 | General discussion and support from CEO |
| Allocation Committee | 29/09/20 | 12:30 to 13:30 | Approving Funding of societies |
| Exec and Union Management | 29/09/20 | 13:00 to 14:00 | Support from management  |
| Student Exec Committee Meeting | 29/09/20 | 17:00 to 18:00 | Minutes is shared from the meeting |
| SU App Discussion & SU Web developers & SUMs | 01/10/20 | 13:00 to 14:00 | Meeting Rosie regarding SU App |
| Susie/Ivy Regular Planning Session | 05/10/20 | 15:00 to 15:30 | General discussion and support from CEO |
| society committees | 05/10/20 | 18:00 to 19:30 | Vote on society events |
| Liberation Forum Working Group | 06/10/20 | 09:30 to 11:00 | General updatesApproved SU plan for student support in the case of a lockdown  |
| Allocation Committee | 06/10/20 | 12:30 to 13:00 | Discussion on Society budgets |
| Exec and Union Management | 06/10/20 | 13:00 to 14:00 | General updates and support from management |

### Timesheet

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

|  |  |  |
| --- | --- | --- |
|  | **Week 1:** 01/07/2020 | **Total Hours: 22:00** |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | 09:00 |  | 10:00 | 09:00 |  |  |  |
| Out | 15:00 |  | 18:00 | 17:00 |  |  |  |
| Total | 6 |  | 8 | 8 |  |  |  |
| Location | WFH |  | WFH | WFH |  |  |  |
|  | **Week 2:** 06/07/2020 | **Total Hours: 38** |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | 10:00 | 10:00 | 10:00 | 10:00 | 10:00 |  |  |
| Out | 18:00 | 18:00 | 18:00 | 18:00 | 16:00 |  |  |
| Total | 8 | 8 | 8 | 8 | 6 |  |  |
| Location | WFH | WFH | WFH | WFH | WFH |  |  |
|  | **Week 3:** 13/07/2020 | **Total Hours: 36** |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | 10:00 | 10:00 | 10:00 | 10:00 | 11:00 |  |  |
| Out | 18:00 | 18:00 | 18:00 | 18:00 | 15:00 |  |  |
| Total | 8 | 8 | 8 | 8 | 4 |  |  |
| Location | WFH | WFH | WFH | WFH | WFH |  |  |
|  | **Week 4:** 20/07/2020 | **Total Hours: 39** |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | 09:00 | 09:00 | 09:00 | 09:00 | 10:00 |  |  |
| Out | 17:00 | 17:00 | 17:00 | 17:00 | 17:00 |  |  |
| Total | 8 | 8 | 8 | 8 | 7 |  |  |
| Location | WFH | WFH | WFH | WFH | WFH |  |  |

|  |  |  |
| --- | --- | --- |
|  | **Week 5:** 27/07/2020 | **Total Hours: 37** |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | 09:00 | 10:00 | 10:00 | 09:00 | 09:00 |  |  |
| Out | 17:00 | 18:00 | 18:00 | 17:00 | 14:00 |  |  |
| Total | 8 | 8 | 8 | 8 | 5 |  |  |
| Location | WFH | WFH | WFH | WFH | WFH |  |  |
|  | **Week 6:** 03/08/2020 | **Total Hours: 40** |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | 09:00 | 09:00 | 09:00 | 11:00 | 11:00 |  |  |
| Out | 17:00 | 17:00 | 17:00 | 19:00 | 19:00 |  |  |
| Total | 8 | 8 | 8 | 8 | 8 |  |  |
| Location | WFH | WFH | WFH | WFH | WFH |  |  |
|  | **Week 7:** 10/08/2020 | **Total Hours: 36** |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | 10:00 | 10:00 | 09:00 | 09:00 | 09:00 |  |  |
| Out | 18:00 | 18:00 | 17:00 | 17:00 | 13:00 |  |  |
| Total | 8 | 8 | 8 | 8 | 4 |  |  |
| Location | WFH | WFH | WFH | WFH | WFH |  |  |
|  | **Week 8:** 17/08/2020 | **Total Hours: 38** |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | 09:00 | 09:00 | 10:00 | 10:00 | 11:00 |  |  |
| Out | 17:00 | 17:00 | 18:00 | 18:00 | 15:00 |  |  |
| Total | 8 | 8 | 8 | 8 | 6 |  |  |
| Location | WFH | WFH | WFH | WFH | WFH |  |  |

|  |  |  |
| --- | --- | --- |
|  | **Week 9:** 24/08/2020 | **Total Hours: 37** |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | 10:00 | 10:00 | 09:00 | 09:00 | 12:00 |  |  |
| Out | 18:00 | 18:00 | 17:00 | 17:00 | 17:00 |  |  |
| Total | 8 | 8 | 8 | 8 | 5 |  |  |
| Location | WFH | WFH | WFH | WFH | WFH |  |  |
|  | **Week 10:** 31/08/2020 | **Total Hours: 39** |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | 10:00 | 09:00 | 09:00 | 09:00 | 09:00 |  |  |
| Out | 18:00 | 17:00 | 17:00 | 17:00 | 16:00 |  |  |
| Total | 8 | 8 | 8 | 8 | 7 |  |  |
| Location | WFH | WFH | WFH | WFH | WFH |  |  |
|  | **Week 11:** 07/09/2020 | **Total Hours: 37** |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | 09:00 | 10:00 | 09:00 | 09:00 | 10:00 |  |  |
| Out | 17:00 | 18:00 | 17:00 | 17:00 | 15:00 |  |  |
| Total | 8 | 8 | 8 | 8 | 5 |  |  |
| Location | Engine shed/WFH | WFH | Engine shed/WFH | WFH | WFH |  |  |
|  | **Week 12:** 14/09/2020 | **Total Hours: 36** |
|  | **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 | 5:30 |  |  |
| Location | Engine shed/WFM | Engine shed/WFH | Engine shed/WFH | Engine shed/WFH | WFH |  |  |
|  | **Week 12:** 21/09/2020 | **Total Hours: 40** |
|  | **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 | 20:45 | 14:30 |  |  |
| Total | 8 | 8 | 8 | 8 |  |  |  |
| Location | Engine shed/WFH | Engine shed/WFH | Engine shed/WFH | WFH | WFH |  |  |
|  | **Week 12:** 28/09/2020 | **Total Hours: 38** |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | 10:00 | 10:00 | 10:00 | 10:00 | 10:00 |  |  |
| Out | 18:00 | 18:00 | 18:00 | 18:00 | 16:00 |  |  |
| Total | 8 | 8 | 8 | 8 | 6 |  |  |
| Location | Engine shed/WFH | Engine shed/WFH | Engine shed/WFH | WFH | WFH |  |  |