

# EXECUTIVE OFFICER REPORT



## Report Information

<b>Officer Role:</b>	Mature Student Officer
<b>Officer Name:</b>	<b>Genine Taylor</b>
<b>Date of Meeting:</b>	12/11/2020
<b>Date of Previous Student Council:</b>	15/10/2020

## Reporting

### Summary

Put in a competition for Halloween, together to get students and families engaging, not majorly high, but it was good to see some involvement which I was pleased about. On that note I came down to the SU for one of the Halloween activity days which where I was meet up with two other students who brought children, they were pleased to be able to have something to do on the spare day during half term.

I received feedback from a student that went in for a course appeal and came back with a positive result so pleased that our support is working for students.

Meeting / Training with Lucinda – Chair and Deputy Chair expectations

Unitemps created a readiness program the training that can influence my job roles and the concept of professionalism.

I was part of the changemaker session which gave us the opportunity to explore ideas on how to make the most out of our positions. Training based on how changemaker can help and support me in my officer roll and as a faculty advocate - discussion on campaigns and what I'd like to get out of my roles.

I've been very active through social media and it has been a great support platform, to be supportive and give the guidance and direction to other students.

Had discussions with the Sami and Susie (separate meeting) to discuss where I am at and where I hope to go and if there are any areas I want to focus on.

I'm in the motion of creating a Educate and Inform campaign for support "Here to Hear" so hopefully next meeting something should be in motion.

## 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
To improve communications between mature age students and the union by providing a service more tailored to what students want, through weekly drop-in sessions, email communications and face-to-face contact.	I have been in constant communication with students through email and messenger and join up with students in person when requested. I work closely with the mature student society as they have created social media accounts that has given me more communication to mature students. Continue working with students that have been sign posted from other students.	
To increase mature student participation and awareness. I hope to arrange events and activities that encourage engagement whilst understanding and being supportive and understanding to the students that have out of university obligations like families/kids.	I have been in contact with a first-aid company that can provide training in essential first aid at work and paediatric first aid for parents. I boosted a lot of promoting the SU Halloween activities through social media, I joined in with a session it was great to see others becoming more involved. I have created my own Halloween competition to enhance student engagement.	
Support each student's health and wellbeing, by providing information, resources or services and I hope to create provisions to help assist their university journey.	I am brainstorming a mental health – A Big Plans campaign “Here to Hear” and I plan to take it to Lucinda to put it into action.	

**Green = active and on-track**

**Amber = active but some concerns and needs to be monitored closely**

**Red = Active but major concerns and needs**

## 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		
	MM/YY		
	MM/YY		
	MM/YY		
	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
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.

Meeting Name	Date	Length of Meeting (Hours)	Update
Society Meeting	05/10/2020	2 hrs	Went to see what happens with-in the soc committee as an officer and a member of a society.
HE meeting – Students Voice	06/10/2020	1 hr	Working with Tim Dobson (Head of school Engagement) on a Higher Education site, to support new prospects.
Education Committee	08/10/2020	2 hrs	As Faculty Advocate although it gave me an understanding of other needs and perspectives for my officer role
Unitemps – Training	13/10/2020	1.5 hrs	Training that can influence my job roles and the concept of professionalism.
Changemaker - Training	14/10/2020	2 hrs	Training based on how changemaker can help and support me in my officer roll and as a faculty advocate - discussion on campaigns and what I'd like to get out of my roles.
Student Council	15/10/2020	3 hrs	Presented my report and voted on officer reports, understanding that by-elections dates had been presented for officer roles and post-grad roles. Felt let down in regard to other officer not stepping up to their responsibilities. Have elected deputy chair and minute taker.
Discussion with Lucinda	21/10/2020	2 hrs	Working out avenues and understanding the direction I need to go for support
Meeting with Sami	21/10/2020	1 hr	Personal/ Face to Face meet, Where I'm at? How I'm feeling about my position and if there is anything else, I need to focus on.
Meeting with Susie	22/10/2020	45 mins	Meet and Greet, Where I'm at? Where I want to go?
Meeting with Yeqi	23/10/2020	30 min	Discussion regarding Tim Dobson working groups, Library times, Lecture Recording sessions.
Student Exec Committee Meeting	27/10/2020	2 hrs	Shared report and update on Manifesto points
Big Plans: Student Group	28/10/2020	45 mins	First Meeting on the Strategic Plan, on how or where we need to improve.
Meeting with M.S.S Secretary	28/10/2020	30 mins	Discussion on how M.S. are finding the free lunch service and how we can improve the situation for the future possibility

## Timesheet

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

	Week 1: 05/10/2020						Total Hours: 8.5 hrs
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
In		13:30	14:00	18:00	11:15		14:00
Out		15:00	15:30	20:00	13:15		15:30
Total		1.5hrs	1.5hrs	2hrs	2hrs		1.5hrs
Location		WFH	WFH	WFH	ES		WFH
	Week 3: 12/10/2020						Total Hours: 9.5 hrs
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
In		11:00	14:00	18:00	11:30		12:00
Out		12:30	16:00	21:00	12:30		14:00
Total		1.5h	2hrs	3hrs	1hr		2hrs
Location		WFH	WFH	WFH	SN		WFH
	Week 4: 19/10/2020						Total Hours: 10.5 hrs
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
In	21:00	9.30	11:00	11:30	11:30		
Out	22:30	13:30	14.30	12:30	13:00		
Total	1.5hr	4hrs	2.5hrs	1hrs	1.5hrs		
Location	WFH	WFH	ES	WFH	SN		
	Week 5: 26/10/2020						Total Hours: 11 hrs
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
In	13:00	17:00	9:30 / 13:00	11:00	11:30		
Out	15:00	19:00	11:00 / 15:00	13:00	1:00		
Total	2 hrs	2 hrs	3.5 hrs	2 hrs	1.5 hr		
Location	WFH	SN	WFH / ES	WFH	WFH		