**Minutes**

**Date:26th November 2024**

**Location: Zoom**

**Members**

Cat Morris (Chair/Faculty of Science and Technology Officer)

Esther Isaiah (Union President)

Grace Ehiosun (Vice-President Education)

Jeffery Ononiwu (Vice-President Student Opportunities)

Fatima Farha (Vice-President Welfare and Community)

Andrew Carter (Disabilities, Accessibility and Neuro-Diverse Officer)

Mia Evans (Womans Officer)

+123 Others

**In attendance**

Zach Braid (Secretary/Democracy and Campaigns Coordinator)

Kayleigh Heckford (Democracy and Campaigns Manager)

Kerry Dean (Head of Student Participation)

Sarah Corder (Student Voice and Insight Manager)

Tammy Bowie (Student Opportunities Manager)

Chloe Lockett (SUBU Advice Manager)

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1. Welcome and Introduction
   1. The Chair welcomed everyone and outlined housekeeping information on Summit, the agenda, safe space policy, meeting etiquette, democratic procedures, procedural motions, voting, reports, student ideas and group discussions.
2. Minutes of Previous SUBU Summit
   1. The chair invited members to read over the minutes which had previously been circulated online. There were no called amendments, so a vote was taken.
   2. Approve: **52**
   3. Reject: **1**
   4. Abstain: **13**
   5. *Minutes Approved*
3. Trustee Board Update
   1. Presented by EI
   2. Key Points Noted:
      1. Since the last meeting, two Trustee meetings have been held in July and October welcoming the new sabbatical officers as well as two new Lay Trustees and three new Student Trustees. The Board has also ratified the appointment of and welcomed SUBU’s new CEO.
      2. The Trustee Board has focused on developing and approving the new SUBU Strategy and values which have now been ratified into existence as well as completing a long and thorough financial governance review to bring further stability to the organization. The board are also reviewing practices for Summer Ball as 2024’s event resulted in a financial loss for the organization and steps are being identified to prevent this for future events.
4. Full-Time Officer Reports
   1. **Presidents Report**
      1. EI presented
      2. Verbal Update:
         1. EI noted this is their 19th week in office and it has been a difficult and challenging time, but this is redeemed by the impact her work has on students. Since taking office, they have so far had over 100 meetings including trainings and working groups for events such as SUBU’s History Months. Alongside this she delivered 10 induction talks during the Freshers Period and delivered 3 speeches at the 2024 Graduation ceremonies and has sat on 5 academic offense panels.
         2. Regarding her Manifesto, her first point about engaging University management to work with reputable firms and organize more recruitment and to expand placement and job opportunities, she has worked with the new Vice-Chancellor and the Pro Vice-Chancellor of Student Experience to explore having volunteering hours count towards placements which would open up more scope to explore opportunities with charity partners and these students will be supported by a fund throughout this process. She has also met with the head of CareersBU and are working to build a culture of maintain relationships with employers beyond placement and will begin reaching out to more local employers to source new opportunities. Additionally, work is ongoing with the Vice President Student Opportunities to review the businesses and organizations that SUBU has access to and to foster stronger relationships to encourage the hiring of more students.
         3. Noting the time, EI jumped to their next manifesto point focused on keeping the community kitchen afloat and ensuring that food on campus is inclusive and affordable. The Talbot Community Kitchen now runs regular and free breakfast clubs and work is being done to replicate the community kitchen and breakfast clubs in Lansdowne, which has resulted in cereal dispensers being installed in the Lansdowne Student Union space. Additionally, Dylans have introduced Cheap Eat Tuesdays, where a full main meal will cost only £3.
      3. Breakout Room Notes:
         1. EI encouraged students to engage with Speak Week.
         2. Students asked further questions on EI’s work so far, particularly around ongoing work for disabled students and types of food on Campus.
         3. Students expressed their appreciation of cultural events such as One World Day and expressed wanting to see more at Lansdowne.
         4. Students wanted to know where they could find Officer manifestos and get updates. EI noted the best places for updates were Summit and FTO Fridays.
         5. Students suggested having ‘in house’ mental health professionals (not BU staff or students) for halls of residence.
   2. **Vice President Education Report**
      1. GE presented
      2. Verbal Update:
         1. GE noted one of their manifesto points is on improving timetable management from BU. GE has met with the Pro Vice-Chancellor of Student Experience on this topic and learnt that the entire timetable system is being overhauled and is being reworked which will take more time but is an active project for the university. Additionally, she has spoken with the estates department regarding current issues with timetables and room bookings, during which solutions were presented to the Estates Department. The current advice to students on courses is that if any issues come up around timetables, then students should reach out to their student reps and program leads who can then escalate it, or speak with SUBU and we can handle it from our end.
         2. Their next manifesto point focused on academic seminars for new students. GE wanted to ensure that all new incoming students feel that Bournemouth University is a community but also a place they can excel academically, particularly in relation to international students. So to work on this, a series of academic workshops has been delivered to new students, with the first having taken place on October 9th 2024 which was completed in collaboration with the library yeam and was focused on mastering the BU academic experience and was attended by over 180 students. Feedback on this was highlight positive and from this, a second session will take place on the 14th of January.
         3. The third manifesto point focuses on enhancing educational accessibility for all students, which largely includes the recording of lectures. Whilst still an issue that not all courses or programmes are recording their lectures, GE is in communication with the university to ensure this improved on and that there are translations available for international students. GE has also worked on academic destressing activities with SportsBU, which currently takes the form of a monthly virtual session for students to take part in and unwind for an hour.
      3. Breakout Room Update:
         1. A student questioned KG01/02 seating and desk issues, noting uncomfortable chairs, desks that flip and unusable charging points. GE responded by noting they would explore this and raise this with estates for further action.
         2. A student questioned the usage of the CityGate space for lectures and GE updated that this is being used due to its large capacity allowing for single sessions instead of multiple smaller session on campus, but acknowledged the concerns and noted the University were aware and looking into it.
         3. Students raised concerns about study spaces, noting noise levels in the library were often high as are Nerve Radio in the Student Centre which often make it distracting for studying. GE noted they will contact the library to address noise concerns and Nerve about reducing the volume on certain floors.
         4. A student questioned ongoing room booking challenges and noted there are issues with booking rooms using the tablet system on doors. GE responded by advising the student contacts BU Estates team directly for room bookings.
         5. Students raised questions about addressing academic needs and student support services. GE noted there is planned communication around ALS but encouraged students to contact ALS even before receiving a formal diagnosis.
   3. **Vice President Student Opportunities Report**
      1. JO presented
      2. Verbal Update:
         1. JO noted their first manifesto point focuses around an all club and society achievement award event which would aim to recognize and celebrate the achievements of club and society members from diverse backgrounds and interests by promoting mutual appreciation among students. Work on this has been slow as there already exists the SUBU awards, so JO and the Student Opportunities team are still exploring how to deliver this event.
         2. Their second manifesto was on internship and job opportunities with work put towards establishing partnerships with companies.JO has spoken with BU to examine BU’s graduate employment portfolio as well as speaking with the student opportunities team on how skills can be articulated and included in CV’s through volunteering or club/society engagements. Additionally, he is exploring what BU to does to market CareersBU and make them successful, as well as how to involve CareersBU SUBU activities around this manifesto point.
         3. Regarding his TedX manifest point, they are currently applying for the license and have selected ‘The Power of Doing’ as the topic
      3. Breakout Room Update:
         1. Students raised a question regarding part-time jobs and how most students are struggling to find part-time work and what can be done about this. JO responded noting SUBU has worked with CareersBU, Graduate Careers Fair and Part-Time Jobs Fair. International Students a priority and SUBU is working with local organizations to advertise to students as potential employers.
         2. Question was presented regarding the focus of part-time work at care homes being advertised at careers fairs. JO agrees there was a focus on this.
         3. A question was raised on what the manifesto means for those students in clubs and societies. JO responded he wants to create an award where clubs can recognize the work of each other and recognition for unsung heroes in clubs.
         4. A question was raised on the work he has done for academic societies specifically. JO responded he is working with BUBS to increase the potential patron pool to include influential members of relevant business sectors to support Academics in the departments on their capacities.
         5. A question was raised about improving the room booking system for clubs and societies. TB responded that SUBU can ask Room bookings for more transparency but that an internal BU system means we may not be able to do anything to have committee members view availability. Also suggested asking BU for the Opps team to have basic access to help advise clubs on spaces available.
         6. A question was raised about the policies for drivers for clubs. TB responded by explaining the Society Risk Rating and issues where student drivers being hurt strands students at an activity. It is not a policy, but rather considered good practice by the team.
         7. A question was raised on scholarships. JO responded that this is a topic he wasn’t majorly informed on but will follow up on it.
   4. **Vice President Welfare & Community Report**
      1. FF presented
      2. Verbal Update:
         1. FF noted their first manifesto point is around cost of living and advocating for support initiatives and affordable/diverse food options. The progress made on this is that they have lobbied Chartwells, the University food provider and have been successful in having them agree to more affordable and diverse food options, and this also means that as of last month all meat on campus is halal. Additionally, working to create a community kitchen in Lansdowne coupled with the international student bursary for grocery vouchers up to 20 pounds. Additionally organizing a monthly international street food market to bring more diverse foods to campus and keep campus vibrant.
         2. Second manifesto point focuses on having specialized front facing support for international students and is currently working with the BU finance team to set up a helpline for student queries which they are committed to working towards. There is also consistent lobbying of the immigration team to improve their communication with international students.
         3. Their third point is on alleviate period poverty which they have now completed. This is as a result of products being available in most buildings and if unable to afford products, students can go to SUBU advice.
         4. Their fourth point was on having more in-person access to mental health. Over the last year FF has worked on presenting a report to the head of Wellbeing services. At the university, they have taken this on board and identified more work to do. Specifically, FF has been working with the Psychology department and the Talbot Village Trust to create a wellbeing initiative called ‘Out in the Woods’ which is a volunteer led program that helps students connect with the natural environment around them and practice mindfulness.
         5. Their final manifesto point is on the guarantor scheme. Over the last two years, FF has lobbied the University to implement a guarantor scheme and they are in the risk vetting stage for this service but FF also went recently who the Houses of Parliament to meet with the MP for Bournemouth West Jessica Toale to ask for her to back an amendment to the Renters Rights to abolish the guarantor scheme.
      3. Breakout Room Update:
         1. Student asked about period proverty and noted that in BGB, the stands are always empty and never seem filled. FF clarified that the dispensers are on the ground and first floor of BGB but she will check again with estates.
         2. Student noted that finding work is hard as an international student, especially when they move with a partner and wondered if Careers BU would be able to be made open to partners as well. FF indicated this may be hard due to resources, but students can submit ideas on the SUBU Website.
         3. Student raised a concern about the communication from the immigration, particularly around the Health Care Surcharge. FF noted she will investigate this.
         4. Student raised concern about Accommodation being very expensive for international students as they need to pay more money due to guarantors FF spoke about how Bournemouth is one of the most expensive cities to live and how BU is unlikely to reduce pricing as it is more of a national issue.
5. Lapsing Policies Review
   1. EI outlined contextual information behind this section of the meeting, including what the choices meant and who the recommendations were formed by the Executive Committee.
   2. **Mental Health Greenspace**
      1. EI noted the Executive Committee Recommendation was to lapse this policy and called for a vote.
         1. Retain: **46**
         2. Lapse: **24**
         3. Abstain: **3**
      2. *Policy Retained*
   3. **SUBU to lobby to create safer crossings around campus**
      1. EI noted the Executive Committee recommendation was to lapse this policy and called for a vote.
         1. Retain: **26**
         2. Lapse: **49**
         3. Abstain: **4**
      2. *Policy Lapsed*
6. Student Ideas
   1. The chair introduced the ideas up for discussion and invited the SUBU Summit participants to self-select discussion groups.
   2. The groups were invited to amend some, none, or all of each proposal with group consensus.
   3. The chair advised participants they could swap discussion groups half-way through.
   4. *Policy Discussions:*
      1. SUBU to lobby BU to revise and improve their student disciplinary and code of conduct processes and support.
      2. SUBU to make Sunflower Lanyards available and cost friendly on campus.
   5. *Discussion Group Amendments:*
      1. SUBU to lobby BU to revise and improve their student disciplinary and code of conduct processes and support.
         1. *Amended point 3 in Ideas for Solutions to include - ‘In line with OfS guidelines, this will also require a yearly refresher’*
         2. *Added point 4 in Ideas for Solutions - ‘To be included in Programme Seminars...be included in that.’*
      2. SUBU to make Sunflower Lanyards available and cost friendly on campus.
         1. *Amended point 1 in Ideas for Solutions to include - ‘(ALS)’*
         2. *Amended point 2 in Ideas for Solutions to include - ‘SUBU Website’ and ‘including SUBU Advice’.*
   6. *Speeches and Vote*
      1. SUBU to lobby BU to revise and improve their student disciplinary and code of conduct processes and support.
         1. Speech For: ME
            1. ME noted that this policy focuses on tackling the lackluster method of dealing with student code of conduct breaches employed with BU alongside their underwhelming and uninformative policies. With a particular focus on issues pertaining to stalking and harassment.
            2. The idea presents solutions in the form of a complete update of all documents and policies related to the Student Code of Conduct and Disciplinary procedures and for BU to revise methods of supporting students involved and upholding duty of care. Additionally, the policy seeks to have SUBU lobby BU to implement a code of conduct based induction session, yearly refresher session and other regular information that is spread among students.
         2. Speech Against: None
         3. Vote:
            1. For: **61**
            2. Against: **1**
            3. Abstain: **6**
         4. *Passes*
      2. SUBU to make Sunflower Lanyards available and cost friendly on campus.
         1. Speech for: AC
            1. AC highlights what the Sunflower Lanyard Scheme is and its importance of highlighting someone's hidden disability to others to allow for them to make reasonable adjustments as they would for someone with more visible disabilities. The policy itself however notes that it is quite expensive for a Sunflower Lanyard in comparison to other lanyards.
            2. The policy aims to have SUBU independently and through lobbying BUI, make lanyards available across campuses either for free or at the cost of purchase and for these to also be given out by ALS and SUBU Advice as a more discrete way for people to obtain them without having to ask for one over the counter at student shops.
         2. Speech Against: None
         3. Vote:
            1. For: **65**
            2. Against: **3**
            3. Abstain: **7**
         4. *Passes*
7. Any Other Business
   1. The Chair asked if there was any other business.
      1. EI noted the upcoming Student Owned Business fair as an exciting event for students to learn more about starting their own business or developing skills and networking with others who already have. Additionally, EI noted there were several successful and well-regarded speakers attending that event and for students to come and explore to reap the benefits.
      2. GE noted that this week is Speak Week and is one of the fundamental ways that SUBU gathers feedback from Students that helps inform all that we do. GE noting that all it takes is a short survey and then you are in for the chance to win some incredible prizes that will either be given out at the moment or will be drawn at the end of the week.
   2. The Chair thanked everyone for attending this meeting and stated that the results of the vote would be emailed to all participants within the next 48 hours once all votes had been validated.