Lampeter Campus Council Agenda Pack

27th April 2021  
Teams

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| --- | --- |
| Agenda Item | Purpose |
| 1. Welcome   A brief introduction from everyone in attendance | Information |
| 1. Apologies   Notes are made of who isn’t able to attend and has let us know ahead of time | Information |
| 1. Terms of Reference   A reference point for everyone who is attending more information is [here](https://www.uwtsdunion.co.uk/bye-laws#Campus%20Student%20Council) on our website and further in the agenda pack. | Information |
| 1. Minutes from previous council   A record of what happened in the last meeting, these can be found below. | Vote |
| 1. Actions from last time   This is where we’ll keep track of any actions to track what impact the campus council has | Information |
| 1. Sabbatical Officer Update 2. Update from Officer (also below) 3. Questions from attendees 4. Vote | Vote |
| 1. Submitted Ideas   All ideas are available to view [here](https://www.uwtsdunion.co.uk/big-ideas) on the website. Details are also below.   1. Idea 1 etc 2. Idea 2 etc | Vote |
| Any Other Business | Information |

\*all documents should be attached within the agenda pack.

Sabbatical Officer Update

Sabbatical Officer Report

Officer: Tammy Bowie | Lampeter Campus President

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| --- | --- | --- | --- | --- |
| **Officer Objectives & SU Strategic Plan** | | | | |
| **Sabbatical Officer Campaigns** | **Knowing & Reaching Our Members** | **Growing Our Opportunities** | **Amplifying and Strengthening Your Voice** | **Making the Most of our Resources** |
| Housing Education | X |  | X | X |
| Mental Health | X |  | X | X |
| Green Policy | X | X | X |  |
| Sport and Soc Accreditation | X | X | X | X |
| Distance and International community | X | X | X | X |
| Accessibility (Physical and Financhial) | X | X | X | X |

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| --- | --- |
| **Specific Campaign & Objective Updates** | |
| **Campaign/Objective** | **Update** |
| Mental Health – Mental Health Week and resource collation | Following the success of our October Mental Health campaign, we have revisited this in January by combining our Mental Health and Study Aid campaigns. The aim of which was to signpost students to wellbeing support and promote tips on getting organized academically. We ran an Instagram competition for students to share their study spaces or how they keep notes as a way to promote the importance of a dedicated study space, particularly for student wellbeing. As we approach the final dissertation period we will be readvertising these resources and support services. |
| Housing Education – Campaign conclusion | The housing campaign has now concluded, I have worked with our comms team to overhaul the housing section of the website to make our resources more widely accessible as well as constructed an interactive house viewing form that students can email to themselves when it is completed for future reference. Following feedback from the last Campus Council, I have also developed a how to get the best deal for your bills resource which is now also live on the website that covers everything from price comparison, council tax and splitting bills to having a separate ‘bills account’ with your bank. |
| Accessibility (Financial) | I have worked with the finance team early this academic year to address issues around PG Fee payments, ensuring the system is updated to reflect loan payments. My initial intention was to secure a blanket payment plan for students to pay their tuition in 6 equal installments, however, due to the way awarding of qualifications works at PG level, this is impossible. As a result, I have worked with Finance to produce infographics on how the payments are made and the reasoning behind this so PG students have this information at the beginning of their studies. Now we are in the third semester, the work I intend to do on advertising the costs around PG study is more important than ever and we will be launching resources for this towards the end of April. |
| Accessibility (Physical) | Working with the Lampeter Disability PTO, we have launched and concluded an accessibility survey. We have also prepared a report of our findings. This report has been shared with the Operations team and the Lampeter Provost who are keen to work with us to address these concerns. The University is carrying out an audit of all UWTSD owned buildings so our report will function as User generated data to prioritize improvement work going forward. I have assisted the Swansea Disability PTO to replicate this work for the Swansea campuses after their interest from the Swansea Campus Council and this adapted survey launched on April 14th. |
| Green Policy – Paper Waste – Campaign Conclusion | Policy has been submitted for consideration at Campus Councils and Union Council in April 2021. |
| Sport and Society Accreditation | The new accreditation system was approved at SU exec following consultation with Students from the 3 residential campuses. Since then, I have been working collaboratively with the SOC’s to develop the activities within each branch and we have created resource support packs for each branch to enable students to best achieve under the new system.  Consultation with students showed the execs liked the visual infographic so we are working with the design team to generate this professionally as well as creating suitable webpages on the Union website.  Due to a sector shift towards promoting academic societies I am working with our Student Voice and Advocacy teams to identify support needs specific to Academic societies and creating support resources to address these.  The next stage is to work with the SOC’s to create a tracking system that gives students control over their own evidence submission. The new system will be ready for launch for the new Academic year. |
| Distance and International inclusivity/community | Since my last board report, I still believe it is more important than ever that our Distance and International students feel included in the student population, due to the extended lockdown and slow return to normality this has still been the most difficult area of my manifesto. As a part of our funding allocation to combat COVID’s impact on students we have allocated a portion of this funding to an International specific fund due to their lack of maintenance loan. I have been directing a portion of my time on this to bridging the gap between the residential campuses and the Satellite campuses through a development group consisting of myself and the SVR’s of London and Birmingham, with the hope that our distance learner students who live closer to our England based sites will be able to engage that way in the future while our satellite students have parity in their experiences. |

**Emergent Themes, SU wins & Student Feedback:**

**Student name changes on Student cards are now free for students who are transitioning:** This is a massive win for our Trans community.

**LRC Access:** Access to the LRC is a constant desire for students and we have been in constant contact with the Library team on what this will look like in the third semester. They aim to reopen click and sit on an increased basis.

**Safety Net Policy:** Safety net policy was confirmed

**Microsoft 365 access extension:** We have confirmed an extension for graduate access to office 365 for a year from 3 months after the submission of a Big Idea by a student

**Common Modules:** We are constantly working with students representatives and the University in discussions around Common Modules, including facilitating a ‘Roundtable’ teams live event with key staff for students to question them directly about the GAMs. This will take place on April 29th.

**Coming Up:**

Elections

Swansea Disability PTO Accessibility campaign

Violence against Women and Girls resources and awareness campaign

Launch of the SU Discord Server

**Any Other Information:**

Sabbatical Officer Report

Officer: James Mills | Group President

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| **Officer Objectives & SU Strategic Plan** | | | | |
| **Sabbatical Officer Campaigns** | **Knowing & Reaching Our Members** | **Growing Our Opportunities** | **Amplifying and Strengthening Your Voice** | **Making the Most of our Resources** |
| CONNECT Project | x | x |  | x |
| Sustainability Project |  | x | x | x |
| Cross-Campus experience | x | x |  |  |

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| --- | --- |
| **Specific Campaign & Objective Updates** | |
| **Campaign/Objective** | **Update** |
| CONNECT Project/Student Innovation fund | -Equipment has been purchased for beach cleans with CONNECT branding on  -In the process of procuring personal safety alarms for students  -In the process of organizing self defence classes for the beginning of the next academic year  -Collaborative group with Swansea university’s Student’s Union is still ongoing  -In the process of signing the university up to BRIT Challenge 2021 |
| Sustainability | -The university are now in the process of creating a full-time staff position dedicated to sustainability and our declaration of the climate emergency  -A new working group has been created by the SU and the university that will meet regularly to better communicate our ideas to the university and how we can go about enacting them, this will allow for a select number of students to take part in.  -A plan for a ‘green wall’ has been proposed for Swansea, which hopefully if successful will be replicated across our other campuses  -The university is currently undertaking their ‘Green Dragon’ survey which will allow us to see what buildings will be suitable for Solar PV in the future. |
| Cross-campus experience | -Covid has meant an increase in free online library resources (journals, articles, etc)  -Work has begun on the framework for our democracy review, this would seek to provide greater representation to students on our satellite campuses. |

**Emergent Themes & Student Feedback:**

**-Student name changes on Student cards are now free for students who are transitioning:**

**-LRC Access**

**-Safety Net Policy**

**-Microsoft 365 access extension**

**-Common Modules**

**Coming Up:**

-**Spring elections**

**-Common modules round table event – 29th April**

**-Violence against women resources and awareness campaign**

**-SU awards**

**Any Other Information:**

Submitted Ideas

* [**To make Gender Identity Officer include Intersex Students**](https://www.uwtsdunion.co.uk/thestudentvoice/to-make-gender-identity-officer-include-intersex-students) by Jennifer Sargisson
* [**To update the LGBT+ officers (open & women) to be display Queer in it title**](https://www.uwtsdunion.co.uk/thestudentvoice/to-update-the-lgbt-officers-open-women-to-be-display-queer-in-it-title) by Jennifer Sargisson
* [**Opt in/out system for physical/printed Lecture Handouts**](https://www.uwtsdunion.co.uk/thestudentvoice/opt-in-out-system-for-physical-printed-lecture-handouts) by Tamara Bowie
* [**To update the pregnancy policy to be more inclusive to trans-men and Non-binary student**](https://www.uwtsdunion.co.uk/thestudentvoice/to-update-the-pregnancy-policy-to-be-more-inclusive-to-trans-men-and-non-binary-student) by Jennifer Sargisson
* [**Softwear support**](https://www.uwtsdunion.co.uk/thestudentvoice/softwear-support) by Isabella Poh
* [**President Manifesto Timeline**](https://www.uwtsdunion.co.uk/thestudentvoice/president-manifesto-timeline) by Anonymous
* [**Introduction of \*NEW\* Part-Time Officer Role**](https://www.uwtsdunion.co.uk/thestudentvoice/introduction-of-new-part-time-officer-role) by Anonymous
* [**Union Organising**](https://www.uwtsdunion.co.uk/thestudentvoice/union-organising) by Anonymous

Lampeter Campus Council Agenda Pack

Monday 22nd February 2021

Teams

Previous minutes.

**In attendance:**

|  |  |
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| Tammy Bowie *Chair* | Lampeter Campus President |
| Ceilyn Williams | Swyddog y Gymraeg |
| Emily Louise Sykes | Disabled Students’ Officer |
| Feryn Walmsley | LGBT+ Officer (Women’s Space) |
| Izzie Hendricks | Sustainability Officer |
| Ozzie Major | Postgraduate Students’ Officer |
| Rhiannon Watts  Georgie Pellow  Deborah Ashby  Jacob Summers  Daisy Harris  Bronwyn Kirk  Kirsty Parkes  Callum Childs | LGBT+ Officer (Open Space)  Wellbeing Officer  Mature Students Officer  Societies Officer  Sports Officer  Student Engagement Officer  Womens Officer  Student Voice Rep |

**Students’ Union Staff**

|  |  |
| --- | --- |
| Taz Jones | Head of Membership Services |
| Euan Morrison | Student Voice & Advocacy Coordinator |

Laura-Cait Driscoll Student Opportunities Coordinator (minutes)

**Apologies**

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| Lucy Smith | Volunteer and Rag Officer | | |
| Agenda | | Purpose | Minutes | |
| 1. Welcome   A brief introduction from everyone in attendance | | Info |  | |
| 1. Apologies   Lucy Smith sends her apologies | | Info |  | |
| 1. Terms of Reference   A reference point for everyone who is attending; more information is here on our website and further in the agenda pack. | | Info |  | |
| 1. Minutes from previous council   A record of what happened in the last meeting; this can be found below. | | Vote  For – 11  Against - 0  Abstain - 1 |  | |
| 1. Actions from last time  * Religious Toilet Needs * Rent | | Info |  | |
| 1. Sabbatical Officer Update  * Update from Officer * Questions from attendees * Vote | | Vote  Vote For: 11  Against: 0 Abstain: 0 | TB spoke through her updates. MH - resources are online.  Housing details on support with Bills from JS - the idea is now on the website.  Readvertisement of housing resources to come out to refresh. Financial accessibility - More students considering PG study; having an idea of how to pay and unseen costs will be explained in an infographic. Physical Accessibility - worked with ES on this; Lampeter portion is not ‘done’ but is handed over to uni. Report of findings has been sent to them with priority raised. Uni now conducting a full accessibility audit. Lampeter is being done first. Collab with Swansea PTO to replicate in Swansea.  Green policy - now written it, happy with it, going up on Big Ideas to come to our next campus council.  Accreditation - focus groups have happened, and will be going to exec this week Distance and International inclusivity main priority now; have more time to do it Rent rebates – have been extended; the uni was willing to do it the best way. Currently working on click and collect with library. Safety net policy condonement dropped to 40 credits from 20 credits  Common Modules, TB posted an update on the core modules on social media; had 50 students contact her - it's taken a while to contact properly with appropriate care. Grouped it based on theme, to give a properly condensed list of how to take that concern forward. | |
| 1. Submitted Ideas   All ideas are available to view [here](https://www.uwtsdunion.co.uk/big-ideas) on the website. Details are also below.  To use the correct word regarding sex or gender in university provided / source information | | Vote  For: 11 Against: 0  Abstain: 0 | * TB spoke on issue   - KP needs to ensure that they’re being represented appropriately. Everyone should be equal in applying for bursaries, and shouldn’t feel like they can’t because they’re trans.  Should make sure the terminology is correct. Accessibility wise - are students unable to access bursaries because of this, or is it because it's ambiguous that people feel like they can’t? | |
| 1. AOB   Union elections open AQR – Online learning  GP: Laundry issue; is it being sorted? TB: Issues with Circuit, Issues with plumbing.  TB: to chase Kelly  KP: spoke to counselling; issues with online learning. With campus internet and microphones not being good, counsellors have had to decline some people, and it’s making their sessions hard. Does the SU have funds, or can it put pressure on the university to do things? Meetings have had to be stopped, because they had gone wrong because of internet connection/microphone quality.  Action: TB to contact Rhys Dart  FW: Facetiming someone in halls and their internet kept dropping, which means they may not be able to access their lessons, and may not bother.  Ethernet cables don’t work with MacBooks – does accommodation offer alternatives?  Action: TB to contact Kelly about Ethernet adaptors and internet access.  LD: porters have Ethernet for those who need it  Action: TB to meet KP, ES, BK, DA, IH about library access  Action: TB to chase if common modules fall under the condonement  ES: Blue computer room door doesn’t work properly; locks too far from the inside and out, so they’ve taken the lock off - so it doesn’t lock at all now.  Action: TB to follow up with estates/Kelly  If people need support, please do contact us | | Info |  | |
| 1. Date of next meeting; union council Wednesday 24th February   Campus council 21st April | |  |  | |

Actions from last time

TB to contact RD about counselling access online.

TB to contact Estates about Ethernet Cables  
TB to chase if common modules fall under condonement  
TB To chase estates about Blue Room locks

Terms of Reference

UWTSD Students’ Union Bye-laws section 4. The full list of Bye-laws is available here on the website.

4. Campus Student Council

4.1 Purpose

4.1.1 Three Campus Student Councils exist to represent the Student Chapters referred to in the Memorandum and Articles of Association. These are the Swansea Campus (which also covers the London campus); the Carmarthen campus (which also covers the Cardiff campus); and the Lampeter campus. These Campus Student Councils exist to:

4.1.1.1 Discuss and debate policy for referral to Students’ Union Council.

4.1.1.2 Review, guide, hold to account and create projects for the Sabbatical Trustees in between Annual General Meetings and Students’ Union Council meetings.

4.1.1.3 Review, guide, hold to account and create projects for the Part-Time Officers in between Annual General Meetings and Students’ Union Council meetings.

4.1.1.4 Discuss issues of relevance to Full Members of the Students’ Union in between Annual General Meetings and Students’ Union Council meetings.

4.1.1.5 Work to make Students’ lives better by consulting and understanding the needs of the student body, discuss and debate issues and ideas and create new projects and initiatives.

4.2 Membership

4.2.1 Membership of each Campus Student Council is as follows:

4.2.2.1 The Group President and the respective Campus President

4.2.2.2 The respective list of Part-Time Officers relating to the relevant campus, as detail in bye-law 7.

4.2.2.3 The respective Student Voice Reps relating to the appropriate campus

4.3 Standing Orders

4.3.1 Chairperson

4.3.1.1 The Group President, or a Full Member designated by them, will chair the Campus Student Council meetings.

4.3.1.2 It is the chair’s responsibility to ensure that debate is balanced, considered and fair.

4.3.1.3 At any time the chair may resign, or be removed by a majority vote of Campus Student Council. If this occurs then the Campus Student Council will hold an election in the same meeting to elect a chair.

4.3.1.5 The Chairperson may invite anyone to attend and speak at Campus Student Council meetings, provided that they don’t contravene any Union policies

4.3.2 Agenda

4.3.2.1 All Full Members of the Students’ Union will have the opportunity to place items on the agenda, and the agenda and papers will be circulated and made publicly available at least a week before the meeting.

4.3.3 Policies for discussion

4.3.3.1 For the purpose of Campus Student Council a ‘policy’ is defined as follows:

4.3.3.1.1 A headline question or a statement; and then three following sections:

4.3.3.1.2 Campus Council Believes; a description of the present situation relating to a policy;

4.3.3.1.3 Campus Council Further Believes; argument for Students’ Union adopting the policy; and

4.3.3.1.4 Campus Council Resolves; a description of the action taken by the Union as a result of passing the policy

4.3.3.2 Policies should be submitted in writing a week prior to the meeting.

4.3.4 Discussion of Policies

4.3.4.1 Policies will be discussed in the following manner:

4.3.4.1.1 Presentation of idea by the person proposing, or a Full Member of their choosing;

4.3.4.1.2 Question and Answer session.

4.3.4.1.3 Open policy debate, which may include alterations and/or additional suggestions which can be agreed by the proposer, or voted on if necessary.

4.3.5 Voting

4.3.5.1 All policies are adopted on a majority basis. When a policy is successfully passed by a Campus Student Council meeting it is referred to Students’ Union Council for discussion and decision.

4.3.5.2 Normal voting will take place by a show of hands, though any member of Campus Student Council may request a secret ballot.

4.3.5.3 Quorum for voting purposes will be half-plus-one of the elected members of a Campus Student Council.