**Executive Committee Meeting 04**

**AGENDA**

*06/12/2022, F309/Teams, 4pm – 5pm*

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| 1. **Welcome and introductions**
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* Apologies for absences

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| 1. **Ratification of Minutes**
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* Minutes have been moved to the next meeting

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| 1. **Officer updates**
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* President
* Vice President Education
* Vice President Student Opportunities
* Vice President Welfare and Community

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| 1. **Action Log**
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* No action log – all actions completed.

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| 1. **Upcoming events**
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December:

7th – Disability History Month: Being Neuro-Diverse in the Media Industry Instagram Live, SUBU Bournemouth Instagram, 7pm

 Christmas Themed Cooking Demo, Poole House, 3-4:30pm

9th – Sustainability Challenge Final, Executive Business Centre, 12-3pm

13th – SUBU Summit, Zoom, 6pm

16th – Last day of term

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| 1. **Agenda items**
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**TO DISCUSS**

1. **Review of SUBU's first draft for our Student Submission to form part of BU's Teaching Excellence Framework (TEF) submission (Valerie Deka)**
	1. This is SUBU's first draft of our Student Submission which will form part of BU's overall TEF SUBMISSION for January 2023. All universities that receive student fees are required to submit one of these every 4 years, and Universities will be awarded a Bronze, Silver or Gold award based on their submission. There are strict guidelines from Office for Students (OfS - the national body that regulates universities) for these submissions, and Student Unions are expected to use evidence from student feedback to provide the student perspective on specific parts of the student experience.
	2. See EC-2223-04-04 for further explanation of the TEF scheme and EC-2223-04-05 to read the first draft of SUBU Student Submission.
2. **Executive Committee Mid-Year Review (Ayomoto Omuwa)**
	1. We are coming to the middle of the academic year, so it would be good to talk about how the past few months has gone, and see what can be improved for nest semester and future years.
	2. There will be a survey being sent around where you can give anonymous feedback. Please keep an eye out for this and fill it in to help us make your experience as Part-Time Officers better and make improvements for future PTOs.
	3. It would also be great to hear from you today if you have anything you’d like to share about your experience so far.

**TO NOTE**

1. **SUBU Christmas Closure (Mata Durkin)**
	1. Campus will be closed for Christmas from midday Friday 23rd December to January 2nd (inclusively). That also means that staff will be away from emails during that time.

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| 1. **Any other business**
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| 1. **Date, time, and venue of next meeting**
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* 11th December 2022
* 4pm – 5pm
* F309/Microsoft Teams