**Tuesday 16th November, 4pm – 5pm, F110**

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|  | **Initials** | **23/10/2021** | **16/11/2021** | **01/12/2021** | **16/12/2021** | **13/01/2022** | **01/02/2022** | **16/02/2022** | **03/03/2022** | **23/03/2022** | **28/04/2022** |
| **Members** |
| Naomie Lebe | She/Her  SUBU President | NL | ✓ | ✓ |  |  |  |  |  |  |  |  |
| Chiko Bwalya | She/her  SU VP Education | CB | A | ✓ |  |  |  |  |  |  |  |  |
| Toluwa Atilade | She/Her  SU VP Welfare & Community | TA | ✓ | ✓ |  |  |  |  |  |  |  |  |
| Omuwa Ayomoto | She/Her  SU VP Opportunities | OA | ✓ | ✓ |  |  |  |  |  |  |  |  |
| Morgan Brazier |  SUBU Summit Chair | MB | N/M | A |  |  |  |  |  |  |  |  |
| Mo Kapoor | He/Him  AAEM Officer | MK | ✓ | P |  |  |  |  |  |  |  |  |
| Ebube Christian | He/Him  Black Students’ Officer | EC | ✓ | ✓ |  |  |  |  |  |  |  |  |
| Caitlyn Bembridge | She/her  Disabilities Officer | CBe | ✓ | P |  |  |  |  |  |  |  |  |
| Jodie Cobb | They/them  LGB+ Officer | JC | ✓ | ✓ |  |  |  |  |  |  |  |  |
| Arianna Ohna | She/Her  Trans & Non-Binary Officer | AO | ✓ | ✓ |  |  |  |  |  |  |  |  |
| Lauren Francis | She/Her  Women’s Officer | LF | ✓ | ✓ |  |  |  |  |  |  |  |  |
| John Bernard | He/Him  Business School Officer | JB | ✓ | X |  |  |  |  |  |  |  |  |
| Katie Haslam |  Health and Social Sciences Officer | KH | N/M | A |  |  |  |  |  |  |  |  |
| Olu Okunnu | He/Him  Media & Communication Officer | OO | ✓ | P |  |  |  |  |  |  |  |  |
| Paige Norton-Edwards | She/Her  Science & Technology Officer | PNE | ✓ | ✓ |  |  |  |  |  |  |  |  |

Key: “✓”= Present, “A” = Apologies given, “N/M” = Non-member, “P” = Partial attendance, ‘X’ = Non-attendance

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| **In Attendance** | **Initials** | **Title** |
| Mata Durkin | She/Her | MD | Democracy & Campaigns Coordinator (Committee Secretary) |
| Charlotte Morris Davis | She/Her | CMD | Democracy & Campaigns Manager |
| Gillian Lewis | She/Her | GL | Community Projects Lead |

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| **Introduction** |

**Welcome and apologies**

Apologies from Morgan, Katie and Samantha.

**Minutes Ratification**

Minutes of the previous meeting were passed.

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| **Officer Updates** |

President (Naomie):

* No updates to give (due to leave).

Vice President Student Opportunities (Omuwa):

* Working on a Mini Part Time Job fair with the Student Opportunities team and Careers BU. The aim is to offer students part-time work through local businesses.

Vice President Education (Chiko):

* Attended the FASECs with the new Faculty Officers and Reps.
* Looking to have a roundtable on online learning as a part of the new policy passed about the length of teaching days.
* Attended and spoke at the Chartered Association of Business School Conference.

Vice President Welfare and Community (Tolu):

* Had a catch-up with the Liberation Officers.
* Attended Suicide Prevention Strategy with BU, AUB and AECC

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| **Action Log** |

* Write up new smoking policy for Summit
  + Completed, taken to Summit and was passed.

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| **Upcoming events** |

* No updates

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| **Items Discussed** |

1. Review of New Policies passed at Summit (Charlotte Morris-Davis)
   1. All new ideas taken to the last SUBU Summit were passed. If any officers have an interest to work on a particular policy, please let Charlotte know.
   2. Updates on the policies will be made in future Summit and Executive Committee meetings.
2. Food Poverty amongst International Students (Gillian Lewis)
   1. A Community group has been set up as BU had been contacted some students were in food poverty. It has also been raised as a particular issue for International Students.
   2. Bernard has volunteered to act as an International Student Representative on this group.
   3. Question was asked about what support is available for students and making it more available.
   4. CB noted that students should also be supported in filling out the forms to gain support (e.g. for grants)

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| **Items Decided** |

1. PTO Representation of the Clubs and Societies Awarding Committee (Omuwa Ayomoto)
   1. The Awarding Committee for Clubs and Socs must have representation from the Part-Time Officers so we are looking for officers to volunteer to sit on the committee. The next one is taking place on Nov 23rd.
   2. PNE, LF, AK, JC expressed interest in being a part. OA to send over details to all PTOs.
   3. OA mentioned that there can be multiple PTOs in attendance, and it does not have to be the same PTOs.
   4. **Decision: PTOs to attend on a rota system**
2. Formal Co-Option of SUBU Summit Chair and Faculty of Health and Social Sciences Officer and Reps (Charlotte Morris-Davis)
   1. At the previous SUBU Summit, we asked for students to put themselves forward for the vacant roles. A vote was then held with Summit participants. From this, Katie Haslam (KH) was selected as Faculty of Health and Social Sciences Officer, and Morgan Brazier was selected as SUBU Summit Chair.
   2. **Decision: KH and MB are formally co-opted in the roles of Faculty of Health and Social Sciences Officer and SUBU Summit Chair respectively.**
3. Officer Group Contract (Naomie Lebe)
   1. The group contract that was drafted during the training weekend has been written up and sent out. If anyone wants to amend any part of it, we can do this now.
   2. **Decision: Approved.**

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| **Items Noted** |

1. SUBU Summit Prep (Mata Durkin)
   1. The next SUBU Summit will take place on the 14th of December.
   2. The cut-off for submitting ideas for this is 1st of December – the same day as the next Executive Committee. Please make sure that any ideas that you want to go to the Summit are taken to Summit.
   3. The agenda setting meeting for this Summit will take place on the 3rd of December, at 2pm.
2. Transgender Awareness Week and Trans Day of Remembrance (Arianna Ohna)
   1. Transgender Awareness Week is taking place now. Today (16th) we held the Clothes Swap, which went well.
   2. On Saturday we have Trans Day of Remembrance and there will be a vigil at the Triangle with a social at Fleur Café.
3. Disability History Month (Caitlyn Bembridge)
   1. Disability History Month starts on Thursday. A video will be going out to promote this.
   2. The theme for this month is raising awareness about accessibility needs.
   3. First week will be Accessival, which will have accessible socials run by Clubs and Societies.
   4. NL noted that UCU wished to do something for Disability History Month with students – CMD and CBe to meet.

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| **Standing Items** |

**Any other business:**

* AO noted that she and JC have been working with the Iris Society on a Christmas Dinner event for LGBT+ students.

**Details of next meeting**

* Wednesday December 1st
* 4pm – 5pm
* F105/Teams