**Minutes**

**Wednesday 24th March 2021**

**Zoom**

**Members**

Upwards of 86 members present, including:

75 Student Reps (87% of voting participants)

Alexandra Cazacu (AC)- Chair

Naomie Lebe (NL) - SU President

Ugo Andy-Eke (UAE) - VP Student Opportunities

Toluwa Atilade (TA) - VP Welfare and Community

Becky Lemming (BL) – Student Rep

Joshua Whiteman (JW) - Student Rep

Sophie Pegler (SP) – Student Rep

Dylan Lintern-Mole (DLM) - student

**In attendance**

Charlotte Morris-Davis (Secretary/Democracy and Campaigns Manager)

Emily Cox (Liberation and Campaigns Coordinator)

Mata Durkin (Democracy and Campaigns Coordinator)

Emma Davies (Student Opportunities Manager)

Roshana Wickremasinghe (Policy Advisor)

Jane de Vekey (Head of Student Voice and Policy)

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# Welcome and Introduction

## The Chair welcomed the SUBU Summit participants and deemed the meeting quorate

## The Chair introduced the agenda and set out the operational points and the procedures to be followed during the meeting. This included that the results of all votes would be announced via email following the meeting to ensure that only votes cast by voting members were counted and not during the meeting itself.

## Minutes of Previous SUBU Summit

## The Chair invited members to read over the minutes which had previously been circulated and a vote was taken

# Approve: 65

# Reject: 1

# Abstain: 11

## **Minutes Approved**

# Trustee Board Update

# Presented by NL

# Key points noted:

# Trustees and Senior Management have been preparing the final Audited Accounts for year ending July 2020, and will be presented to the Student Members’ Meeting in May 2021.

# The financial sustainability of SUBU continues to be a prime focus for the Trustees – a Trustee sub-group are meeting monthly to oversee the Unions’ commercial activity and planned recovery in line with government’s roadmap.

#

# Full-Time Officer Reports

# President’s Report

# NL presented

# Key points noted:

## Manifesto: Lobbying BU to subsidise graduation fees based on household income

## Yet to resume due to focus on virtual graduations.

## Will start up soon once virtual graduations have taken place.

## Manifesto: Improving communication channels between the Students’ Union and all BU students

## Meetings with UET have been more productive and structured than usual, and there’s an increased understand

## Emails with Jim Andrews are yet to being due to time constraints with elections

## Manifesto: Ensure that our students’ union is fit for purpose for and is futureproofed for years to come

## Currently carrying out our financial audit for the year

## Still planning the return to campus, and ensuring this is a safe process for staff and students

## Manifesto: Working with the University and Union to improve the international students Hub

## FTO team have been working very closely on this, and have been looking into what is being done in other student unions for international students

## Policy: Should SUBU support Executive Planning

## Still working closely with FTOs to support students during COVID.

## Currently focusing on mature students’ support

## Policy: Should SUBU prioritise information and action around the UN Sustainable Development Goals up to 2030?

## Attended the CECAP panel at BU to represent the student voice for sustainability.

* Policy: Should SUBU lobby the government to secure tuition fee rebates?
	+ Currently developing a webpage to allow student to engage with the lobbying process. Will include resources such as templates to send letters to MPs.
	+ Will be representing BU students at the NUS National Conference where fee refunds will be debated. Will be supporting this motion.

# Vice President Education Report

# CMD presented on behalf of CB

# Key points noted:

## Manifesto: Improving the accessibility of SimOn and make sure Student Reps are equipped to fulfil their duties

## Still having meetings with Deputy Vice-Chancellor

## Manifesto: Making the ALS screening progress more accessible and affordable-

## Delayed due to COVID

## Manifesto: Introducing a safety pledge mandating staff to correctly acknowledge students preferred names and pronouns

## Safety pledge is complete, and is available on the SUBU website

## Still looking at having phonetic spelling of names on Brightspace

## Manifesto: Reinstate the Education Council

## Running a student forum for international students in Feb

## Manifesto: Working with BU to tackle seasonal depression-

## Planning to create an information page around mental health and ways to cope

# Vice-President Student Opportunities Report

# UAE presented

# Key points noted:

## Manifesto: Implementing a hardship scheme to eliminate financial barriers to accessing clubs and societies

## Fund is live, and we have received our first application

## Manifesto: Wellbeing champions for clubs and societies

## Offering 15-20 spaces for committee members to have Mental Health First Aid training

## Providing support to international students to help support post-study employability

## Student Opportunities team are working with CareersBU on Careers week.

# Vice-President Welfare and Community Report

# TA presented

# Key points noted:

## Manifesto: Reworking the Liberation Campaigns to make them more visible and effective-

## Halted meetings with Liberation Groups due to election, but will be bringing this back soon

## Working with the Women’s Officer on the FGM policy

## Manifesto: Working with Reslife to tackle mental health crises within student accommodations-

## Working along with ResLife as a communication channel for students

## Manifesto: Working with VP Student Opportunities to provide more wellbeing support for clubs and societies-

## Completed, as mental health training now available for committee members

## Manifesto: Creating a review platform where students can rate agents and landlords-

## Due to the pandemic, will not be working on this further as focus is currently on supporting students during COVID

* Policy: Should SUBU support student sex workers?
	+ Working Manchester, Nottingham and Leicester Sus on this policy
* Remit: Allyship Hub
	+ Estimated to launch end of April-mid May.
	+ Mock-ups have been designed and sent to Communications
	+ Added this project to the Race Equality Charter as a part of BU’s submission

## The Chair invited the participants to speak further with the Full-Time Officer in different discussion groups.

# Student Ideas

# The Chair introduced the ideas up for discussion and invited the SUBU Summit participants to self-select discussion groups.

# The groups were invited to amend some, none or all of each proposal.

# The Chair advised participants they could swap discussion groups half-way through.

# Policy Discussions:

# Ensuring Contact Hours outside of lectures and teaching time are met

# Amend the 6C Policy to allow unit leaders more control over their unit assessments

# Extend the deadline for BU’s Accommodation Support Fund

# Increasing the reassessment limit for students across all years

# Discussion Group Amendments:

## *Ensuring Contact Hours outside of lectures and teaching time are met*

# Problem 3 to include – “Biochemistry also sits within other courses across different years, predominantly second and third year.”

# Solution 4 added – “A minimum number of compulsory lectures to be set per unit to be carried out throughout the year.”

# Ideas for implementation 2 to include – “, and have these relayed to students at the beginning of each new term.”

# Ideas for implementation 3 added – ‘Confirm a specific time during every week for students to be able to informally drop-in with their lecturers across all units.”

# *Amend the 6C Policy to allow unit leaders more control over their unit assessments*

# 1b to include – “This is classed as ‘best practice’ across the sector.”

# 1g added – “Course leaders often don’t meet coursework result/ feedback deadlines however students must submit bang on time. It is seen as unfair on the students to receive late feedback. Within the policy it states that communication must come 48 hours prior if the deadline is not met by the course leader.”

* 2a to include - “The policy contains the word ‘normally’ when referring to the word count which does provide some flexibility. To reflect the differences in course disciplines, changes should be made to the policy to be less ridged. Courses differ greatly and have different assessment needs. Eg Nursing and Computing.”

# 2b to include ‘Currently, changes are made the next academic year however changes could be implemented within the same academic year with a specific cut off date.”

# 2f added – “More rigorous penalties for late feedback from course leaders.”

* 3c added – “Ensure that any conversations had with Academic Quality reference that BU are operating this policy as ‘best practice’ however there are students that would like to go above and beyond.”
* 3d added – “Reps can look into issues with late feedback from course leaders.

# *Extend the deadline for BU’s Accommodation Support Fund*

* 1e added – “The governments financial support package had to be used by the end of March. However, some students will still be unable to access their accommodation after this time and as such the fund must be extended.”
* 1f added – “Not all students feel that the distribution of the fund has been transparent.”

# 2d added – “For transparency to be increased.”

# 3b to include – “This information should be clear and on the homepage relevant websites and on social media.”

* + 1. Increasing the reassessment limit for students across all years
* 1b - to include “There is some flexibility around this for exceptional circumstances and for students who choose to ‘carry credit’.”
* 2d added – “Students at all levels should be should be academically supported throughout the ongoing pandemic and beyond.”
* 3b added – “SUBU to raise this issue with NUS or other relevant bodies such as the QAA.”

# Speeches and Vote:

# Ensuring Contact Hours outside of lectures and teaching time are met

# Speech for: DLM

# Had been told that course would only have 10 contact hours a week, when other courses have 40.

# Unit leads should be available for 40 hours a week, unless external circumstances prevent them.

# Speech Against: BL

* Unsure if it is 40 hours. Believe teaching time is only 20 hours.

# Call to vote

# For: 44

# Against: 10

# Abstain: 12

# **Passes**

## Amend the 6C Policy to allow unit leaders more control over their unit assessment

# Speech for: JW

# 6C policy governs how assessments have to be created, conducted and assessed, and is an all-encompassing policy, regardless of degree.

# Issues are that it encompasses all degrees, and doesn’t allow flexibility with the difference in subjects.

# There should be more guidance for unit leaders to increase word counts where applicable.

# Speech against: None

# Call to vote

# For: 57

# Against: 2

# Abstain: 6

# **Passes**

## Extend the deadline for BU’s Accommodation Support Fund

# Speech for: SP

# There has been a lack of transparency over information.

# Not all students had heard back from accommodation providers.

# Looking to amend the language used to ensure it’s not confusing or contradictory.

# Speech Against: None

# Call to vote

# For: 57

# Against: 2

# Abstain: 6

# **Passes**

* 1. Increasing the reassessment limit for students across all years
		1. Speech for: NL

- Not any changes made to the reassessments policy.

- There is some flexibility for this for students with exceptional circumstances

- This year has been hard on many students, and currently Level 5 and 6 students will have to repeat the year if they fail 40 credits or more.

 - Students should receive the same reassessment level across all years, and should be able to resit assessments if they fail up to 60 credits.

* + 1. Speech Against: None
		2. Call to vote
		- For: 58
		- Against: 3
		- Abstain: 3
		3. **Passes**

# Any Other Business:

# The Chair asked if there was any other business

# The Chair thanked everyone for attending this meeting and previous meetings, and stated that the results of the vote would be emailed to all participants within the next 24 hours once all votes had been validated.