



RVCSU Council Meeting – 21st March 2019, 17.00h Camden and Hawkshead Council Rooms

Agenda

Standing Items

1. Welcome & Apologies

Apologies: Sarah Balling, Owen Woods, Valerie Cai, Jen Welsman, Nicole Sheehan
 Attending Gorprit Singh (GS), Nick Abbot (NA), Steph Flicker (SF), Will James (WJ), Jordan Egan (JE), Ceri Chick (CC), Lucie Bourne (LB), Ellie Wilson (EW), Autumn Gray (AG), Tess Staley (TS), Hayley Wighton (HW), Dave Sherlock-Jones (DSJ, Secretary), Jade Urquhart-Gilmore (JU, observer), Ben Blowers (BB, observer)

2. Minutes from last meeting – see Paper 1 (GS) – Minutes confirmed

3. Actions and outcomes from previous meetings (GS)

Agenda Point	Action	By Whom	Date Actioned	Date Completed
Oct Council – IVSA Mural	JE and DSJ to liaise and purchase boards and install them.	DSJ & JE	11 th Oct 2018	In process of ordering boards, completed
Oct Council – Website and Media	Set up an area of the website for the funding / grants etc.	CC	11 th Oct 2018	GS to liaise with website manager(s)
Last Council – combined grad ball	Undertake research with reps and students as to whether they want a combined Grad Ball	GS, EW & SRF	11 th Oct 2018	Committee formed and survey ready, already looking for a date
3. Officer Reports	GS & DSJ to work with College to provide better info to 2 nd year BVetMed re HH Project	GS & DSJ	17 th Jan 2019	Model on order, DC has had an open meeting at both campuses to provide info
	GS to chase up on notice board in CT lightwell or student common room. - Liaise with comms in CT. Requested a model in CT to show what HH will look like when work completed.	GS	26 th Feb 2019	Ongoing
12. Handover Day	GS and SRF to organise handover day.	GS & SRF	26 th Feb 2019	Ongoing still trying to establish a date
	SRF to review existing handover document	SRF	26 th Feb 2019	Ongoing

13. Xmas Ball update	GS and DSJ to discuss proposal from Wicked Student Nights once official proposal is received.	GS and DSJ	26 th Feb 2019	DSJ proposed accepting Smart Groups discounted offer, Council agreed. Item closed
13. AVS, IVSA, SAVMA- Debit cards	DSJ and WG to discuss this with relevant parties and report back to Council.	WG and DSJ	26 th Feb 2019	DSJ needs to update Finance Regs before we allow this to proceed and design a process

Council voted to accept Smart Groups new proposal for Christmas Ball and reject WSN

4. Officer Reports

GS updated the meeting re his position and him staying on as President after a vote from the Trustee Board, as he is suspending his studies.

All officers present briefly ran through their reports (in writing at the end of this document)

5. Strategic Planning (GS)

GS updated Council on the continuing development of the plan, working group met with Redbrick again last week to discuss Vision, Mission and Values, hoping for a working draft of a plan before Easter

New Items

6. SU Elections summary (SF)

SF ran through the stats, lower voter turnout and less candidates, by-election next term – Action all officers to encourage students to stand for roles in By-election.

SF to produce a handover template for officers and to organise one to ones with outgoing / incoming officers to ensure a proper handover outside of handover day. GS asked that all officers engage with this process – Action all officers to liaise with SF to help produce a comprehensive handover – Action SF to produce handover template – Action DSJ, GS and SF to meet and set a date for handover day and look to a different approach.

7. Congratulations to our VP Welfare, Ceri for the Wall of Fame (GS)

Weds May 8th is the official opening of the new Camden Campus, part of this is a royal visit in which Ceri and Gorprit are to meet HRH and show them the Science Wall, Ceri's idea brought to life – Council Congratulates CC on a great idea pushed through with the Camden Project team. Action any officers that can to attend on the day, dress code smart

8. Lack of student involvement in Sports Clubs (WJ)

WJ there has been a noticeable drop off on the number of students taking part in Sport, this has become an issue for teams getting sides out. WJ asked for suggestions, perhaps getting involved in recruitment, LB suggested that students are far more focussed on studies now as they are paying so much for their education, also the changing demographic may also has an impact. EW also suggested a Refreshers Fair featuring clubs and Socs in Camden in January, DSJ to look in to the possibility of this. WJ suggested a video would also help showing our Clubs and Socs in action which could be shown to freshers, LB would also like this to show to

postgrads who can't make Freshers Fair. WJ wanted to stress the positive benefits of joining clubs and socs. DSJ pointed out the lack of SU presence in Camden adds to this. Action - DSJ to look in to a Refreshers Fair for next year. Actions - LB, GS and WJ to look at producing a short video for use at Freshers. Action - Officer Team to consider other options for Clubs and Socs to mingle with Freshers. Action – GS and EW to speak to incoming officers to integrate clubs and socs in to Freshers

9. RVC Access and WP (SF)

SF met with Jon Parry from RVC Widening Participation, the Office for Students are looking at disadvantaged groups of students and giving quotas for recruiting them, they also want officers and reps involved with reviewing the process. SF suggested Equality and Welfare Officers to sit on any committee / group for this. All a bit late in the day as it is nearly Easter and the report has to go out in May. Action - SF to email Jon and ask him for dates to meet etc

10. Officer responses to critical social media posts (GS)

GS pointed out to the Council that they need to remember when they like or comment on things on Social Media that many people will see that as an officer of the SU condoning things. GS asked officers to think before engaging with Social Media and the impact of their actions.

11. Confidential Agenda Item – meeting paused to discuss a confidential item. Action GS to draft a statement

12. RVC Song for Beer Drinking – GS proposed that the RVC Song at Beer Drinking to be dropped as it uses foul and misogynistic language as this reflects incredibly badly on the RVC or the profession. Council voted to drop the song from Beer drinking 12 to drop it, 2 abstentions.

13. Handover Day (SRF)

Already discussed, date to be confirmed but SF and DSJ want officers to meet prior in one to ones with the incoming officers to provide a comprehensive handover.

14. Next meeting at 30th April or 2nd May at 17.00h tbc

15. AOB

- Annual Block Grant Application DSJ asked that all officers provide some positive reports from their year to date to put in to an impact report that goes along side the budget application to evidence we are spending their money wisely. Action Officers to provide copy ASAP.

Action points from last Council

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Oct Council – IVSA Mural	JE and DSJ to liaise and purchase boards and install them.	DSJ & JE	11 th Oct 2018	Planning to do it after Congress
Oct Council – Website and Media	Set up an area of the website for the funding / grants etc.	CC	11 th Oct 2018	CC and GS to look in to this after
Last Council – combined grad ball	Undertake research with reps and students as to whether they want a combined Grad Ball	GS, EW & SRF	11 th Oct 2018	Item closed. Plan to meet penultimate year course reps and students next term to form a 2020 grad ball organising group.
2019 VN, PG, BSc grad ball	Hayley to be involved, VNs would like support organising. Formal organising group voted in	GS, LB, HW, EW, CC, SRF, JW, NS	26 th Feb 2019	Organising group met and a survey was produced to decide a date and get an idea of numbers.
Officer Reports	GS & DSJ to work with College to provide better info to 2 nd year BVetMed re HH Project	GS & DSJ	17 th Jan 2019	Ongoing
	GS to chase up on notice board in CT lightwell or student common room. - Liaise with comms in CT. Requested a model in CT to show what HH will look like when work completed.	GS	26 th Feb 2019	Ongoing
Handover Day	GS and SRF to organise handover day.	GS & SF	26 th Feb 2019	All ongoing
	SRF to review existing handover document	SF	26 th Feb 2019	
	GS, DSJ and SF to establish a date for handover day	DSJ, GS, SF	21 st Mar 2019	
	All officers to help provide a comprehensive handover	All Officers	21 st Mar 2019	
AVS, IVSA, SAVMA- Debit cards	DSJ and WG to discuss this with relevant parties and report back to Council.	WG and DSJ	26 th Feb 2019	
Elections Summary	All officers to encourage students to stand for By-election	All officers	21 st Mar 2019	
Royal Opening of Camden Refurbishment	As many officers to attend in Camden on May 8 th to meet HRH, smart dress required	All officers	21 st Mar 2019	
Falling student involvement in Clubs and Socs	DSJ to plan a Refreshers Fair with clubs and Socs in Camden in Jan / Feb to help recruitment	DSJ	21 st Mar 2019	
	LB, GS and WJ to look at producing a promo video for clubs and socs	LB, GS, WJ	21 st Mar 2019	
	All officers to consider ways of driving up engagement	All officers	21 st Mar 2019	

	Speak to incoming officers to look for ways to integrate clubs and socs in to Freshers induction	GS, EW	21 st Mar 2019	
RVC Access and Widening Participation	Request meeting dates from Jon Parry	SF	21 st Mar 2019	
Grant Application	All officers to produce copy for Dave to coordinate into a report to go alongside the grant application	All officers DSJ	21 st Mar 2019	
2020 VN, PG, BSc grad ball	VN, PG, BSc grad ball organising group to meet penultimate year course reps and students next term to form a 2020 grad ball committee.	VN, PG, BSc grad ball organising group	21 st Mar 2019	

SU President's report

Bearing in mind that our last meeting was merely three weeks ago, and we are now approaching exam season, it is understandable that officers have prioritised their academic commitments more so as stated in their reports.

What have I been up to?

Trustee vote for my term as President

Due to me taking a year out of my course as a BVetMed 4 student, a confidential trustee vote was held by our Deputy Chair, Ceri, as to whether fellow trustees wished to let me remain as SU President till the end of my year at office.

Although I will be in a part-time job during my term, I will ensure that I give the role enough of my time, especially with many large-scale projects such as the Strategic Plan in play. These projects will rely heavily a smooth handover to the incoming officer team.

VN, PG, BSc Grad Ball:

Chaired the first meeting for getting the ball rolling. The survey has been produced and released to all final years via course reps. We will keep Council informed of the results we gain at the end. Currently the survey has been predominantly filled by Vet Nursing students, so more effort is needed to encourage more BSc and PG students to fill in the survey.

Christmas Ball:

We are still looking at all options for our venue selection for this year's Christmas Ball. I will continue to keep Council informed as we proceed with the negotiations and have more information on the costings.

Business Case use in funding applications

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Dave and I will be meeting with Julie Waterfield, Director of Finance at the college to explore ways in which we can better present cases for funding. The challenge will be to have more of a strategic view of our spending to show to the college, whilst maintaining the agility we have as an organisation. We will be ensuring that we don't increase red tape, as officers are already very much pushed as it is with time management for their roles.

College and SU Induction

We are working in partnership with the different departments of the college, such as Admissions, Learning and Wellbeing, and course leaders to have a better integrated approach to student inductions for the incoming students in September. This will ensure that students can enjoy more of what we, and the college have to offer in the forms of reduced event clashes.

BVetMed Review

Students will be now involved in the decisions at the sub-committee level for the curriculum review that will result in a new curriculum for 2020 incoming BVetMed students.

We will be in constant contact with Imelda to make sure we're prepared to meet the challenges this will bring. This includes having exams at different periods than we're used to.

Hawkshead Project Planning Group

Have met with Jo Payne for the project. He will be our main of contact with regards to the project, so we can make sure we can disseminate information to the student body as quickly and efficiently as possible. This will especially be the case with Sports Clubs and Societies hosting events throughout the construction period, and how the project will impact them.

College Council

Will be taking the SU President Elect to the incoming College Council in July 17th. This will form part of my handover for the year.

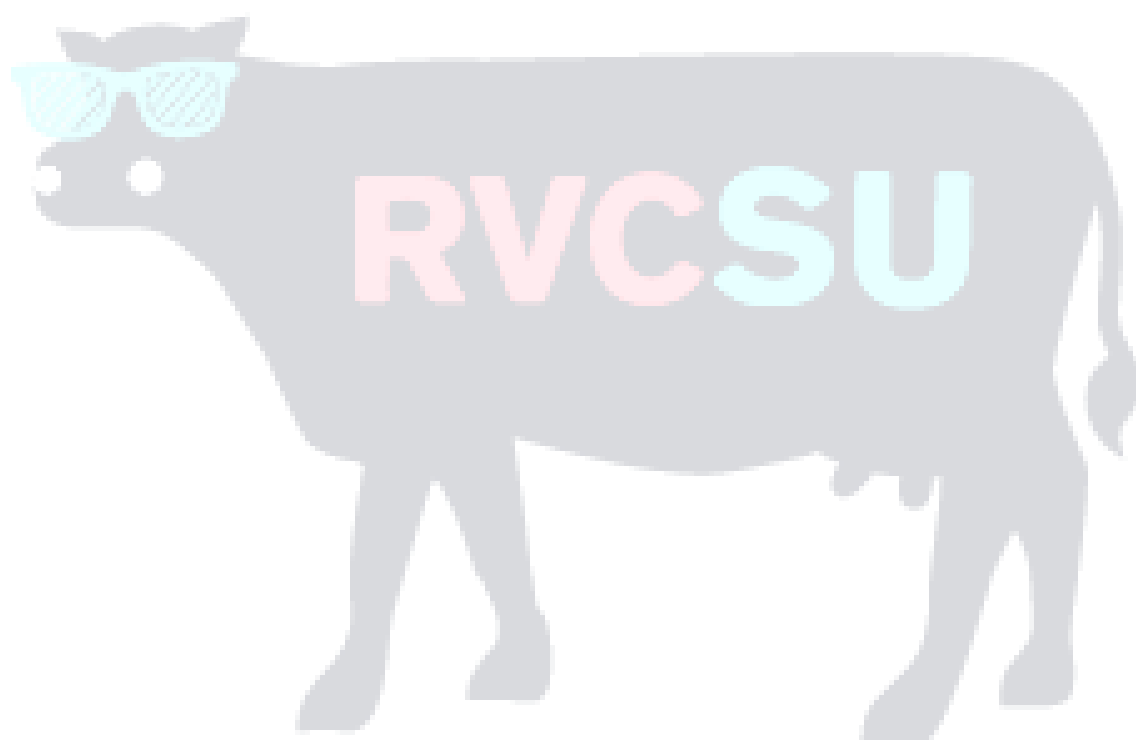
Progress made on manifesto

1. Produce a strategic plan
 - a. We're on target to have a first draft of the document before we break for Easter.
2. Utilise the UN Sustainable Development Goals to create an overarching framework for the SU
 - a. Will investigate working with Environment officers to have a secondary document produced.
3. Ensure officers report progress and/or revisions made towards their manifesto goals at the monthly council meetings
 - a. Template produced
 - b. Ongoing throughout the term in office
4. Push for further integration of students from different courses across campuses
 - a. I wish to amend this to improving Student access to the SU, especially at Camden. Looking into having a permanent staff member at Camden with the SU GM.
 - b. MANIFESTO POINT AMENDED

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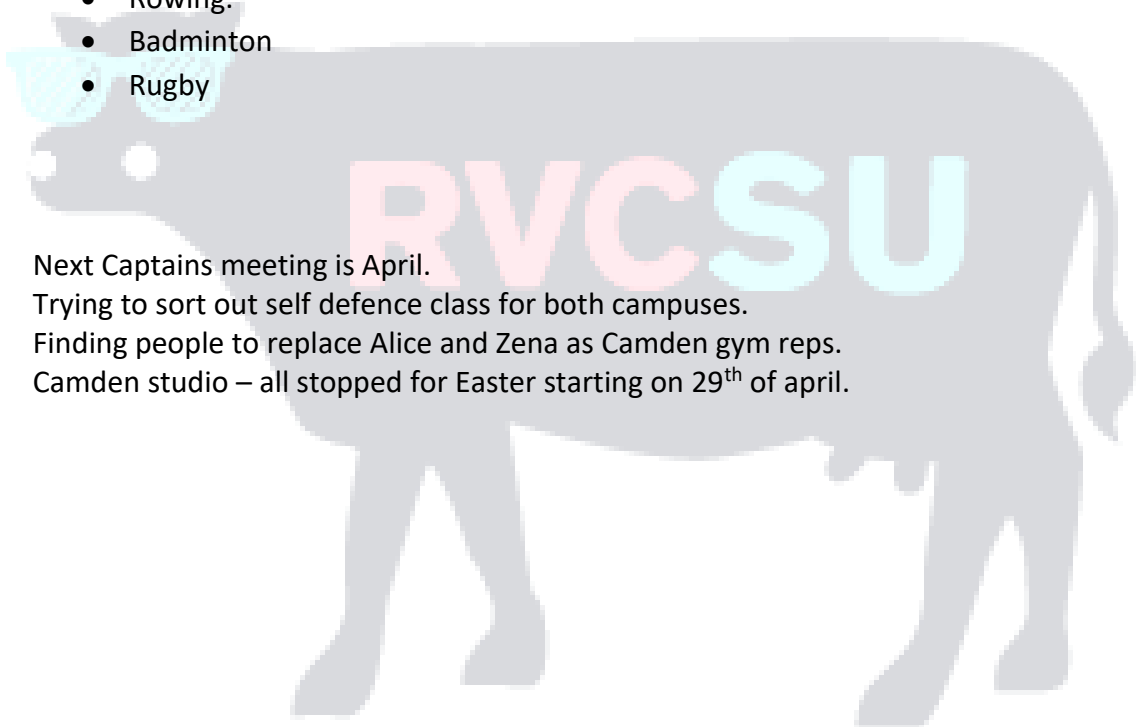
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SU VP Activities and Campaign's report

What have I been up to?

- Camden vs Hawkshead varsity- all going to plan got speakers and BBQ sorted. Asking Buttery for a late lecture.
 - Football- mixed
 - Hockey, - DAO
 - Touch rugby
 - Netball- possibly staff vs students as lack of numbers
 - Rowing.
 - Badminton
 - Rugby
- Next Captains meeting is April.
- Trying to sort out self defence class for both campuses.
- Finding people to replace Alice and Zena as Camden gym reps.
- Camden studio – all stopped for Easter starting on 29th of april.



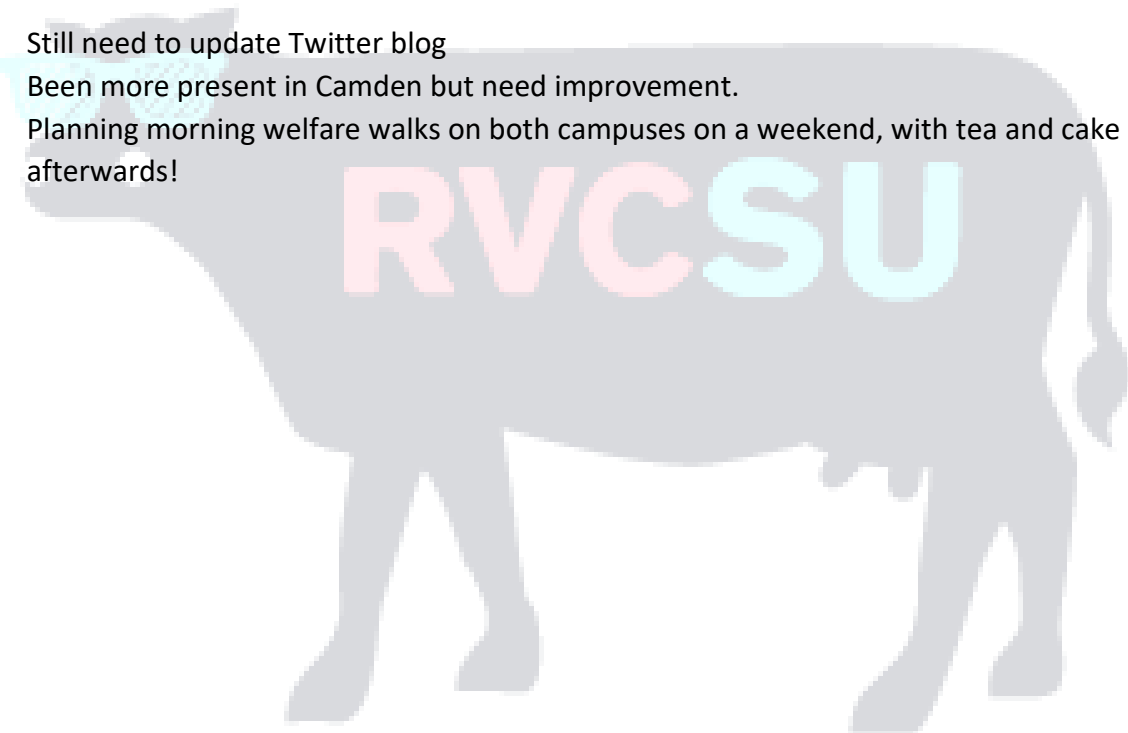
SU VP Welfare's report

What have I/we been up to?

- Care packages for Random Acts of Kindness
- Worked with Jennie Winterbottom and External Relations regarding the wall of fame and official opening of Hobday building
- Organising to give out free food to students during exam revision to make sure they eat properly

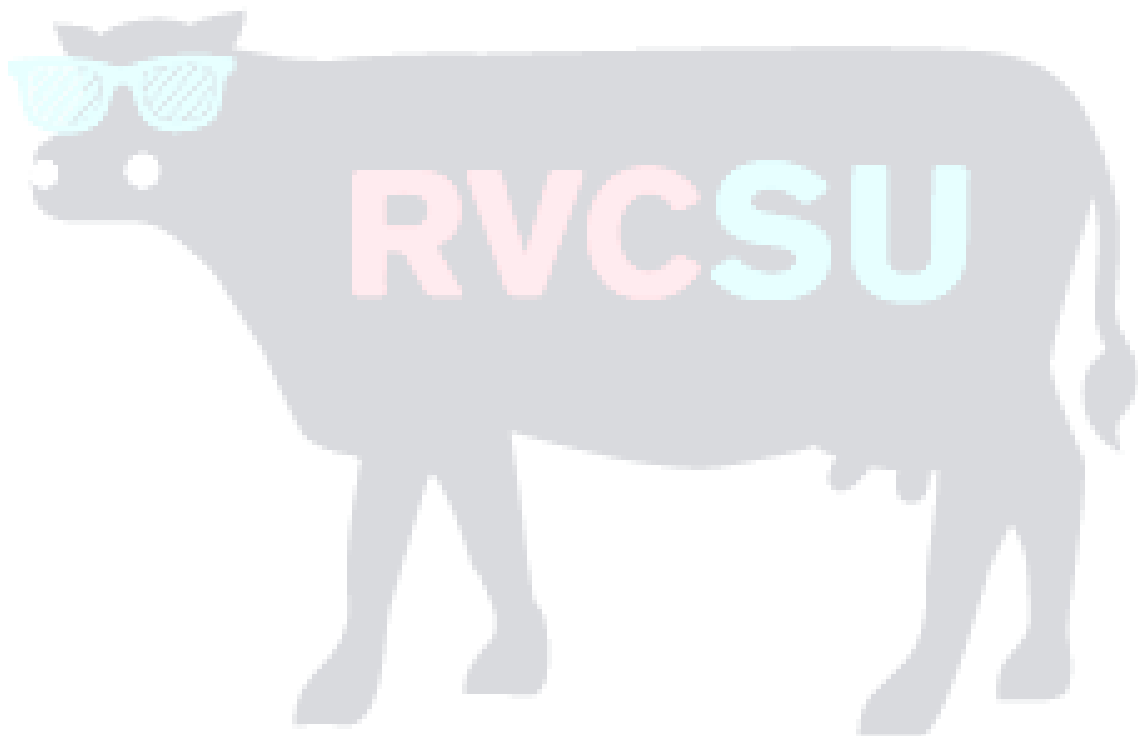
Progress made on manifesto

- Still need to update Twitter blog
- Been more present in Camden but need improvement.
- Planning morning welfare walks on both campuses on a weekend, with tea and cake afterwards!



SU VP Treasurer's report

Nothing new to report since the last meeting.



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SU VP Representation & Communication's report

What have I/we been up to?

Since the previous SU Council Meeting the following work has been undertaken:

1. **SU Officer Elections:** Campaigning and voting has been going ahead. Closes on Wednesday, by the time this meeting is held we will have the results. Will be requesting handover documents from officers over the next few weeks. By-election due to be held for the officer roles that had no representation.
2. **Grad Ball for Nursing, BioSci/BioVet, MSci and PG:** utilising course reps to send out the new survey created, supporting the organisation of the Grad Ball along with some of the other officers.
3. **Meeting with Jo Payne:** discussion with the new HH Development manager, to build awareness of student perspective from the Camden Project and what to take forward to the HH Project.

Progress made on manifesto

Continued promotion for elections.

March opportunities email released; variety of student work and exhibitions.

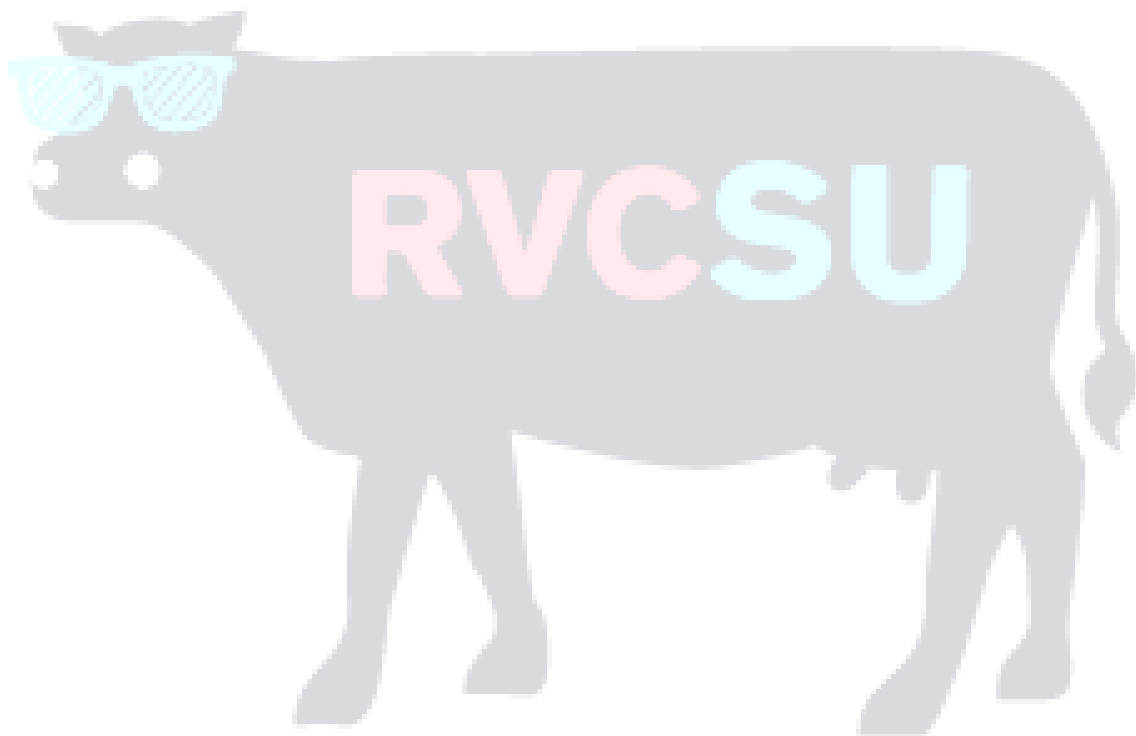
SU Equality & Diversity Officer's report

What have I/we been up to?

- > Supporting student interest in E&D officer elections
- > Supporting the SU in Strategic Planning

Progress made on manifesto

- > Raising awareness of the causes represented by LGBT+ History month
- > Raising profile of the SU



SU International Officer's report

What have I/we been up to?

Encouraging new International Officer elections/supporting potential candidates.

Progress made on manifesto

1. Plan and execute International Week using a new schedule
 - a. Completed
2. Reflect difficulties encountered during International Week and follow up on changes being implemented for the next International Officer
 - a. Points raised during Student Induction Working Group
 - b. Completed
3. Collaborate with various clubs to celebrate international holidays
 - a. Thanksgiving with SAVMA
 - i. Completed
 - b. Chinese New Year with Asian Society
 - i. Completed
 - c. Holi with South Asian Society
 - i. Liasing
 - d. Ramadan
 - i. May 5-June 4
4. Improve Ross and HKJC PGCert student integration
 - a. Induction completed
5. Supporting new International Officer election
 - a. Current

SU Post Grad Officer's report

What have I/we been up to?

Progress made on manifesto

I presented a paper at SDC about GDPR for students. It was well received and Imelda will be looking into how information is stored so that confidential information does not end up in the wrong hands and information that tutors or academics should be made aware of, is properly and securely passed on. Been involved in the strategic planning evenings and met up with other officers to get the (grad) ball rolling....

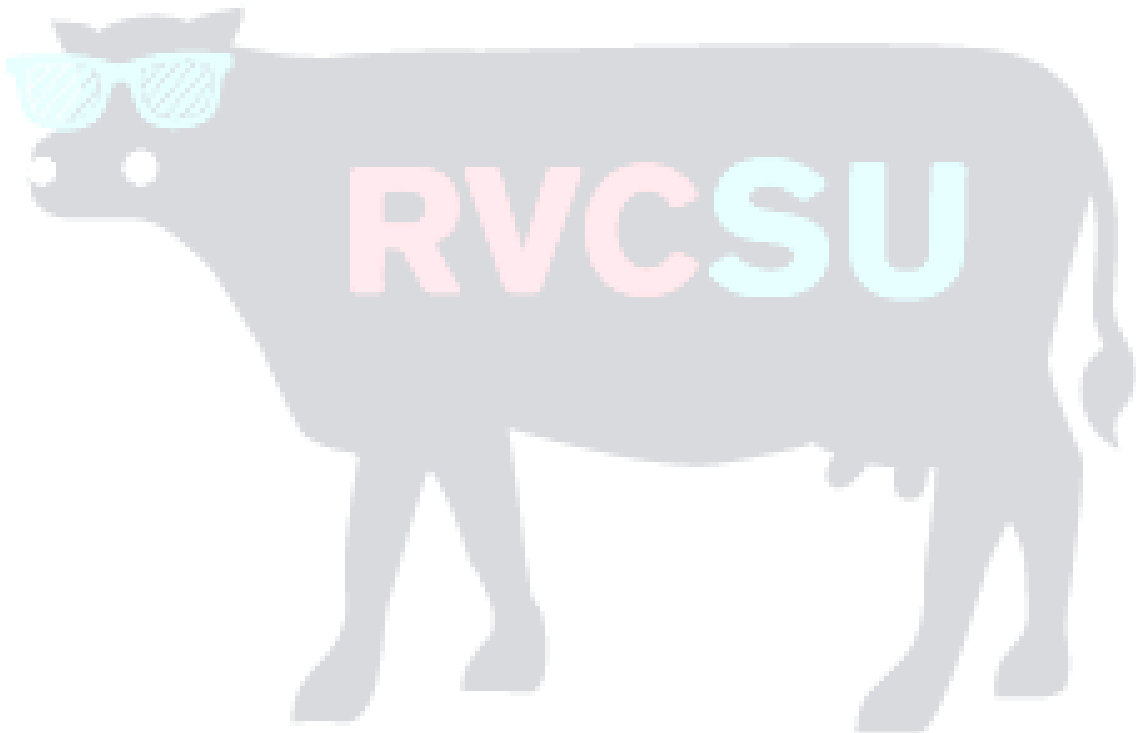
- **Sports and societies more accessible for PGs**
 - Not much to report on this- will need to think about how to improve this for next year and make preparations.
- **Employability for PGs-**
 - Promoting a careers workshop that the RA have organised at the end of this month
- **Events away from the lab/office**
 - Begun organising the annual postgraduate research day being held in HH this year. Will be helping Grad School to organise the day and will end with a social in the Buttery. This a chance for PhD/MRes students from both campuses/offsite to meet up.
- **Supporting PGs**
 - 'Shut up and write/Shut up and Read' initiative ongoing.

SU Vet Nurse Liaison Officers' report

What have I/we been up to?

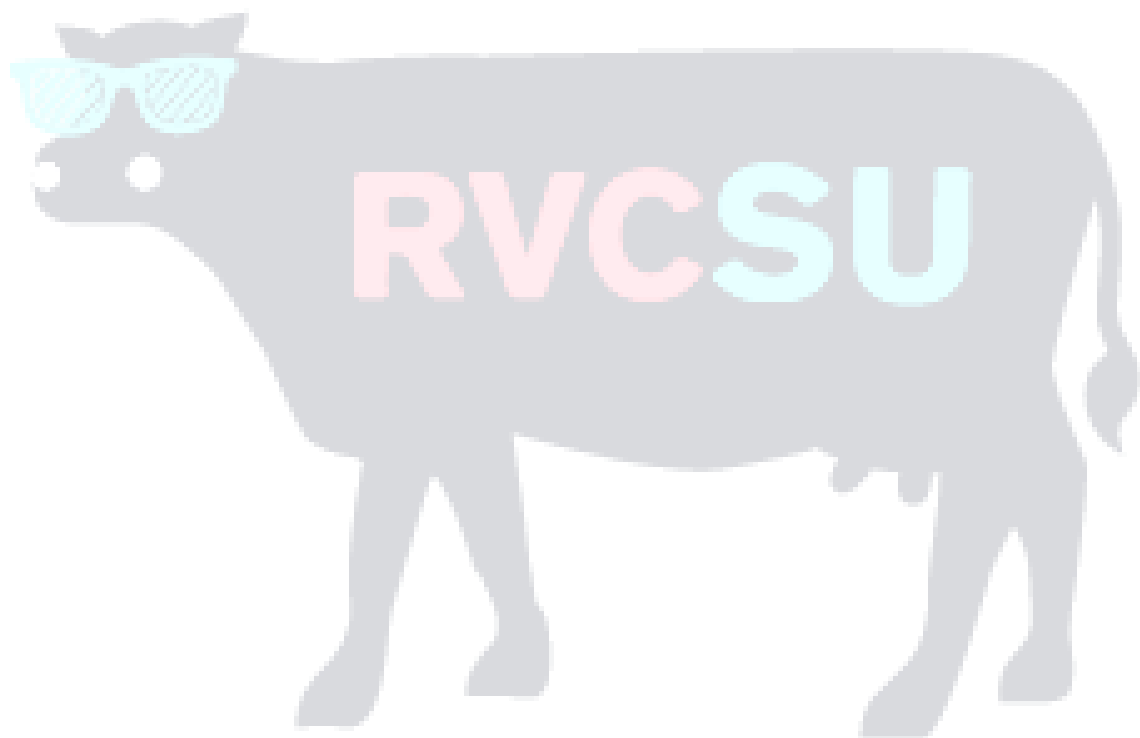
- Continuation of grad ball planning with the newly formed working group. Survey was sent out to all final year nursing students graduating this year.
- SVNfest planning is carrying on and going well. Social media drive is going well! Willow is being a star with helping us organise the ticketing side of things!
- No further queries have been brought up with any nursing students.

Progress made on manifesto



SU Camden Officer's report

Nothing new to report since the last meeting.



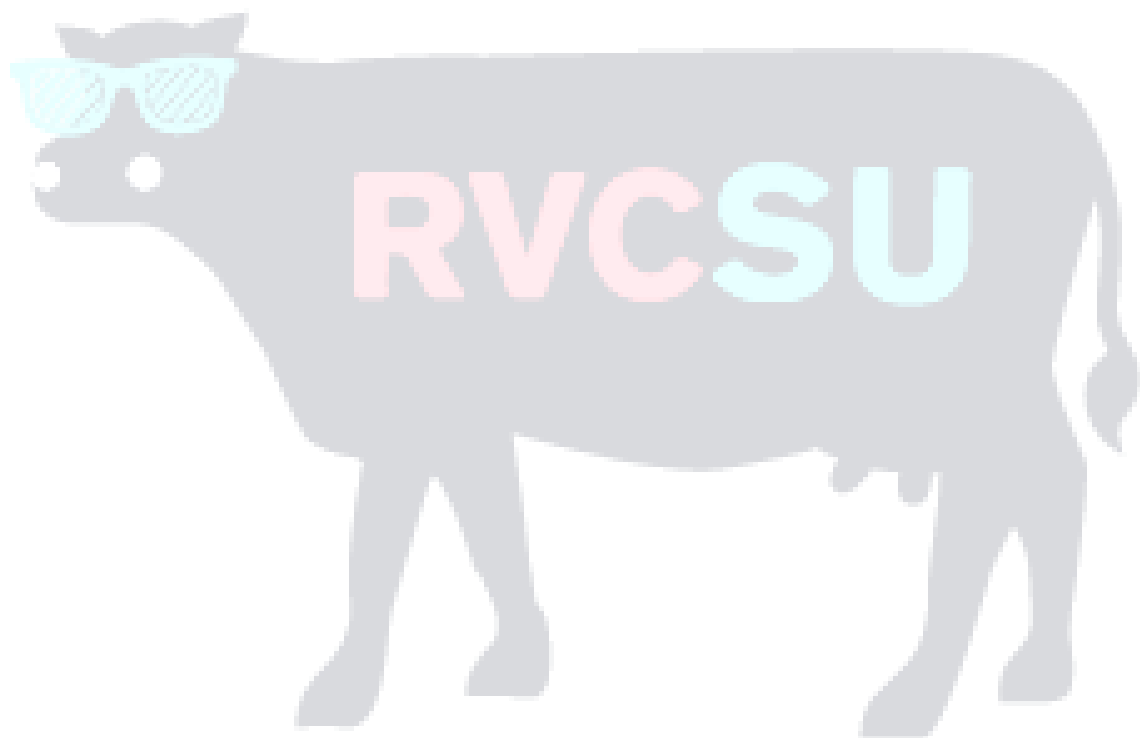
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SU Entertainment Officers' report

Nothing new to report since the last meeting



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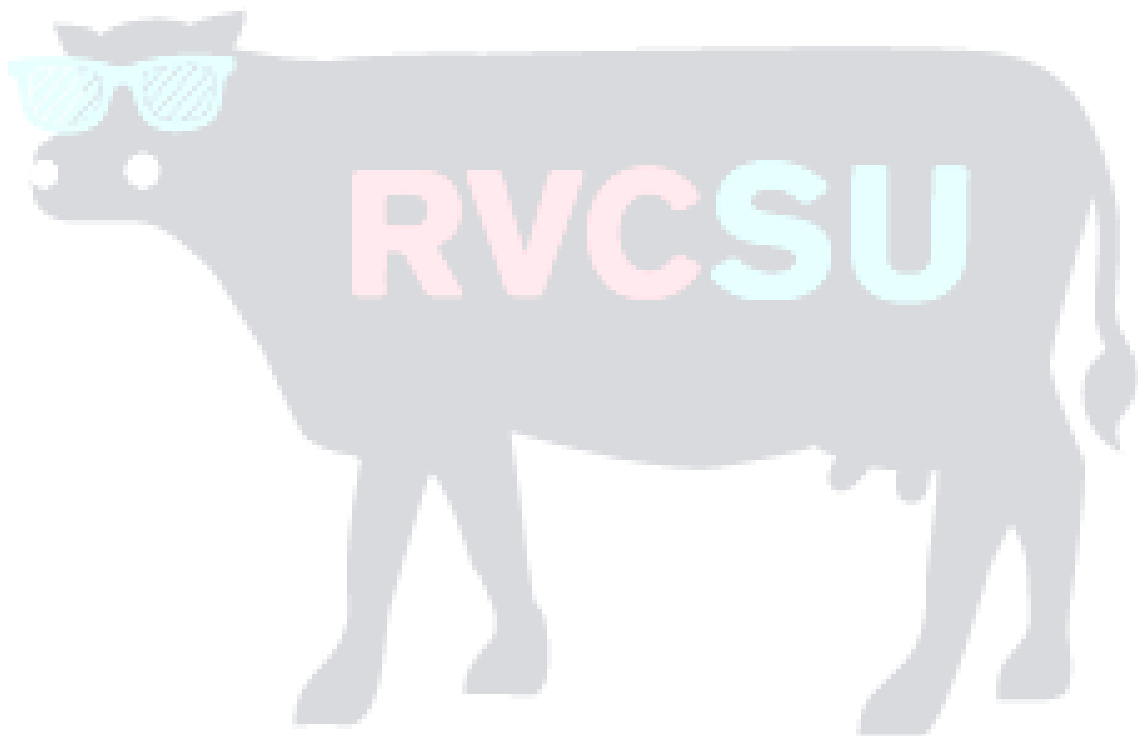
SU Environment Officers' report

What have I/we been up to?

Not much to report. Just Progressing with the same items on the last report.

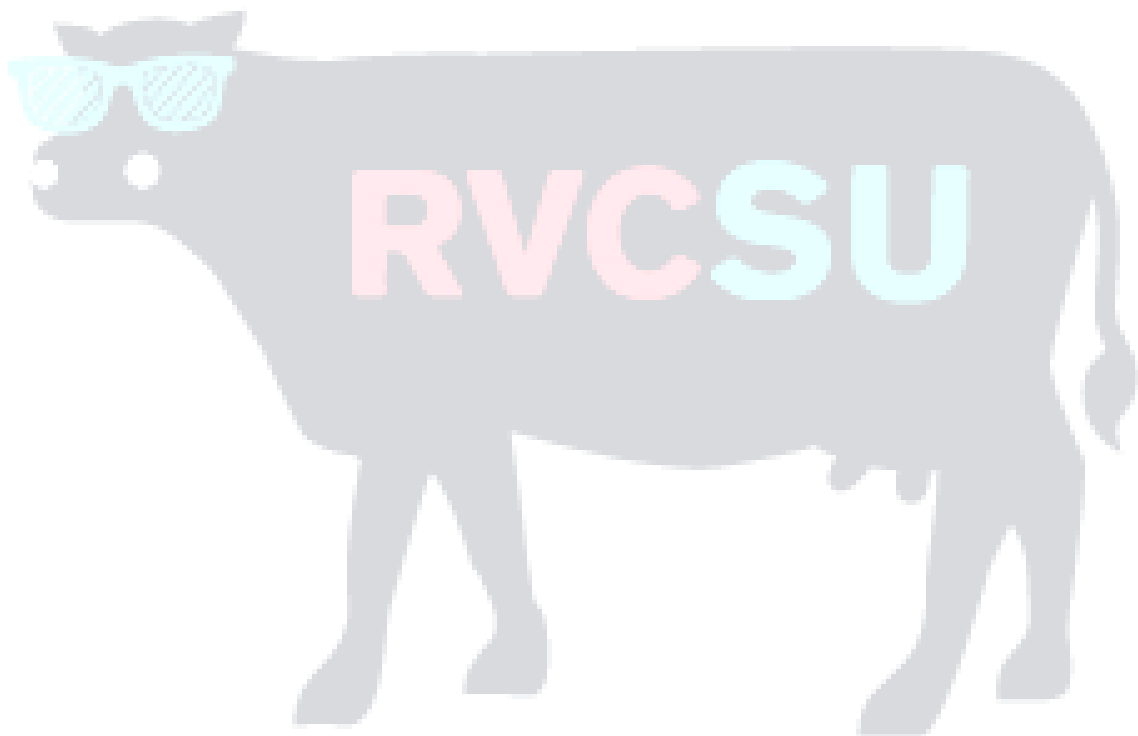
Progress made on manifesto

Nothing to report.



SU RAG Chair report

Nothing new to report



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SU AVS Representatives' report

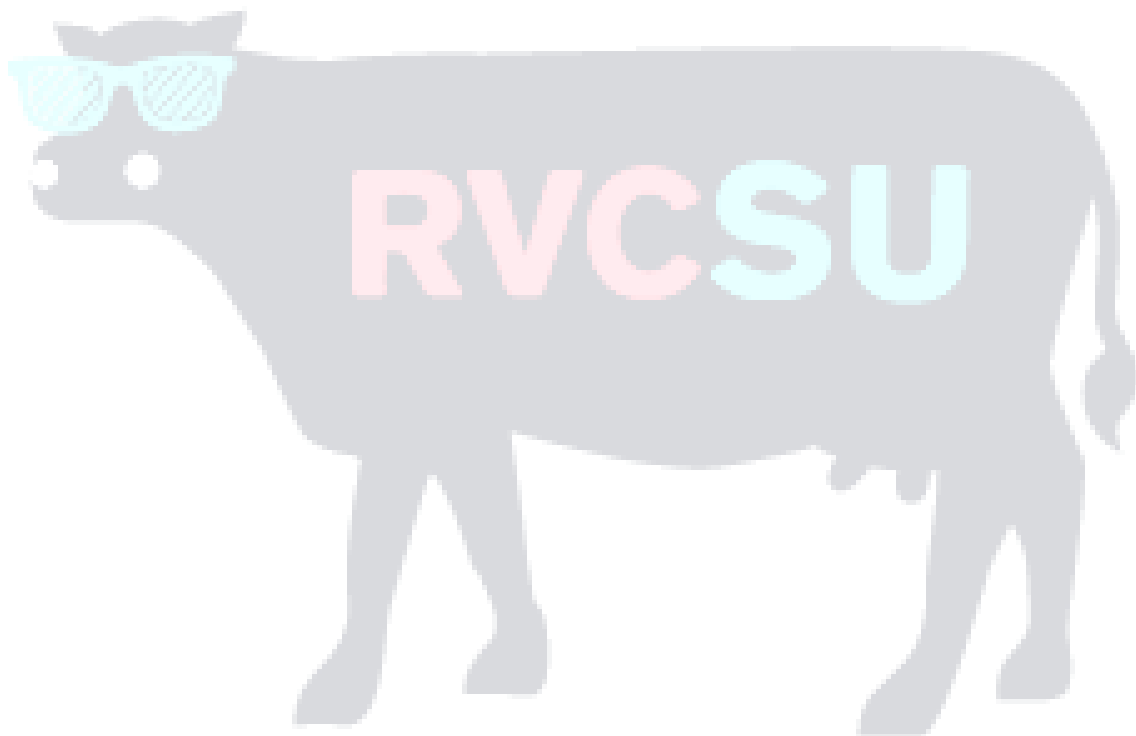
What have I been up to?

Nothing to report

Manifesto update

N/a

Also, a big thanks to the SU for my award at sports and socs! It honestly meant so much and didn't expect it at all! Thank you



SU SAVMA Representative's report

What have I/we been up to?

Had a very successful Morning Munch in Camden (~100 attendees).

Other planned events for term 3: EBoard elections first 2 weeks of May, Morning munch (one for Hawkshead and Camden), GAB Exam prep night TBD

SAVMA Symposium March 9-11:

- Need increased awareness about committee grants available to international schools (only 1 national
- SAVMA grant is applicable but many of the subcommittee grants are);
- Received a copy of SAVMA approved guidelines regarding Rotation Duty Hours for students which I passed on to Principal Reid
- Received contact info for future webinar/presentations on State licensing requirements for working in the US and on finding a job in the US

Important dates: August 2-6 2019 AVMA Convention; 2020 Symposium will be held in Cornell NY March 14-16; (2021 in Kansas State University)

Progress made on manifesto

- Need to send out student survey to this year's Bigs/Littles on how to improve the program (planned improvements: collaborating with International Officer and Welfare Officer; earlier matching of first years and older years; social event in Camden for matches to meet face to face).
- Need to improve event advertising (currently Facebook posts and in class announcements; we've gotten a few more followers on Facebook but word of mouth seems to be the most effective advertising at this point).

SU IVSA Representatives' report

What have I/we been up to?

- 4th - 10th March: IVSA Animal Welfare Week 2019 –
 - It was a little late receiving the dates this year and we tried to approach IVSA Animal Welfare Week initially by doing an event day on Sat 9th or Sun 10th March. Unfortunately, clashed with other events.
 - Article posts on social media pages to raise awareness
 - Top guest speaker, Sean Wensley – ex BVA President and head of PDSA.
 - Dates of IVSA Animal Welfare week are subject to change each year and will be confirmed by the next Chair of IVSA Animal Welfare Committee in autumn).
- 11th March Fundraiser: HH bake sale & medical item collection for a veterinary charity clinic in Zanzibar – led by Chantelle and Emma Wintsch. Excited for Chantelle who will be working as a volunteer and delivering the items and travelling out there, at the end of March!
- Meeting this week with Dave to purchase IVSA noticeboards for Hawkshead Common Room (location of Camden noticeboard is tbc).
- 24th March World TB Day: lots of great contacts and interest to make an event day out of it but unfortunately clashes with SEVA Congress so we are carrying the event ideas forward to next year.
- Applications for 68th IVSA Croatia Congress have opened!! We shall sponsor those RVC students that get accepted a portion of the fee (total 400 euros).

Next term:

- Plans for May 2019 Fundraiser: Nowzad charity collection for educational items
- May 2019 Group Exchange Feedback: Last year we had a post group exchange feedback session, with students who went on the group exchange and organising committee involved, which was really helpful and useful for planning this year.
- May 2019 IVSA AGM: We ran our first ever IVSA RVC Committee this year (social secs, event and project coordinators & public relations coordinator) so hosting an AGM to arrange roles and objectives for next year.

Progress made on manifesto

Manifesto objectives 2017-2018 elections: Jordon

- Collaborate with the senior IVSA rep to organise a group exchange trip abroad to another vet school next Autumn and help with individual exchanges. - *achieved and ongoing.*
- Promote the work, events and opportunities of IVSA such as internships, externships, EMS abroad and erasmus opportunities. - *achieved and ongoing (email, social media & working*

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with RVC Global Strategy group and staff in charge of Erasmus).

- Raise awareness of funding opportunities for students. - *achieved and ongoing (email, social media & reimbursing partial fee costs for students accepted to IVSA Croatia Congress July 2019).*
- Maintain communications on a regular basis with IVSA Global Executive Committee (ExCo) and IVSA UK & Ireland subcommittee of AVS. - *achieved and ongoing (IVSA UK & Ireland first AGM, IVSA global Trust and ExCo meetings).*
- Attend the IVSA AGM at a UK vet school. – *this only began October 2018, IVSA RVC hosted.*

Manifesto objectives 2018-2019 elections: Chantelle

- Ensure we have lots of sponsors to make it affordable for us vet students to gain life and cultural experience abroad. I have demonstrated this by voicing our event to many potential sponsors at the London vet show. - *achieved!! Chantelle has been to LVS 2 years on the trot, securing IVC – sponsorship has more than tripled from £3k in our first year, last year.*
- Networking with internationals to create links globally. I enjoy talking to people and integrating myself into opportunities that will aid our student experience by opening doors to visiting other international vet schools and broadening our horizons. I believe that making links with other veterinary professionals will be advantageous to us as students but also the international students we engage with. - *always ongoing :)*
- I want to give you an affordable experience as a veterinary student to gain the opportunity to experience the international application of veterinary skills, education and knowledge for yourselves. You deserve a global perspective of our profession to benefit your future career. - *achieved! Reduced group exchange fee by £30 per person compared to last year.*
- To join forces with Jordon Egan our lovely senior IVSA rep by organising more group exchanges, like our ones to Germany, Estonia and Greece this year. - *achieved! Brno+Prague, Lyon, South Africa! Already have a country interested for next year to get the planning started with new Junior Rep next year.*
- Promote how awesome IVSA is and the events YOU can get involved with. Subsequently representing RVC at IVSA events such as congress and attend to IVSA AGM. - *achieved and ongoing. We are submitting applications for IVSA Croatia Congress.*
- Make international AHEMS and EMS placements more accessible to you by supplying all the vital information needed. - *ongoing (mainly need to do this on the SU Website).*

To add to the Agenda:

- Camden IVSA noticeboard location tbc

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