



RVCSU Council Meeting – 26th Feb 2019, 17.30h Camden and Hawkshead Council Rooms

Unconfirmed Minutes

Standing Items

1. Welcome & Apologies

Attending: Gorprit Singh- Chair / President (GS), Valerie Cai- International Officer (VC), Autumn Gray- Camden Officer (AG), Tess Staley- SAVMA (TS), Hayley Wighton- VP Treasurer (HW), Ellie Wilson- Ents Officer (EW), Owen Woods- Environmental Officer (OW), Carla Bleasdale- AVS (CB), Stephanie-Rae Flicker- VP Rep Comms, (SRF), Jordan Egan- IVSA (JE), Jen Welsman- VN (JW), Ceri Chick- VP Welfare (CC), Lucie Bourne- Post Grad Officer (LB), Will James- VP Activities Officer (WJ), James Sweet-Jones- E&D (JWJ), Willow Gibson- SU Shop and Finance Manager/ Secretariat (WG)

Apologies: Nicole Sheehan- VN (NC), Rob Torres- RAG (RT), Nick- AVS (NA)

2. Minutes from last meeting – circulated electronically

Minutes confirmed no amendments.

Actions and Outcomes from last meeting – Passed

3. New Society – South Asian Society, unfunded. Presented by Amar. His argument – No existing society that covers this 'sub Indian' group. He is confident that he would have enough people to attend, would include anyone who wanted to join, has many activities planned, enough for at least one activity a month, including Indian dancing in the activity studios, Indian films, food etc.

Voted YES – officially approved

4. Action Point 3 from 11th October: Mural for HH House – Jordon/Dave to Liaise with boards regarding the purchase of this mural.

5. Set up area of SU website for funding/grants that are often emailed to VP Rep Comms and SU office – **Website team to action**

6. Combined Grad Ball – Suggested that there be a Formal sit down dinner and then an after party. It would be difficult to know who would commit to organising and who would attend (since the next one would not be until 2020). Agreed it should be run by students rather than SU (as the current grad ball). Hayley (SU Treasurer) suggested we gauge interest from current first years and said she would like to be involved in future discussions. Steph (VP Rep Comms) will speak to course Reps as well.

7. Increased Course tuition fees – GS talked about the fees increase for International Students, he has been working with the college to make this a clearer process, a much earlier notification of fees is now in place along with discussions regarding fixed fees for the duration as opposed to continuously rising fees. The college has also agreed to refund this year's increase due to the lack of notice. This was

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completed last term. **Gorprit (President) has asked college for refunds (completed last term). College does not want to 'freeze' fees, due to the uncertainty of Brexit.**

8. Gorprit – spoke about Construction work. HH Project – meeting next week. **Action points** – 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.
9. Environment – Compostable cutlery (feels like plastic) in both campuses.
10. Elections – Completed. Officers did well contributing. Meet and Greet CT – needs improving for next year. Perhaps go into lectures next time to spread the word.
11. James – Bio Sci officer - Strategic planning, long term structuring. SU contribution may need updating/re-writing.
12. Organise handover day – officers to complete handover documents – STF to review template. GS to do Doodle poll to get a suitable date.
13. Officer Reports
GS still speaking with College re: SU Xmas Ball (1st year exams), lower tickets sales in 2018. Ball not yet booked for 2019, until we hear back from the college. Date may be 4th or 5th December, but looking at other options, Wicked Student Nights, Formal and After Party?

Will SU Activities, Varsity went well, RVC Won (Surrey has taken Shield (trying to get this back). Ongoing – new booking system for gym/activity studios. Sorting colours for fSU Club (4 yrs in club). Owen (Environmental) to speak to Will about Strava app – incentives for walking/cycling to RVC campuses

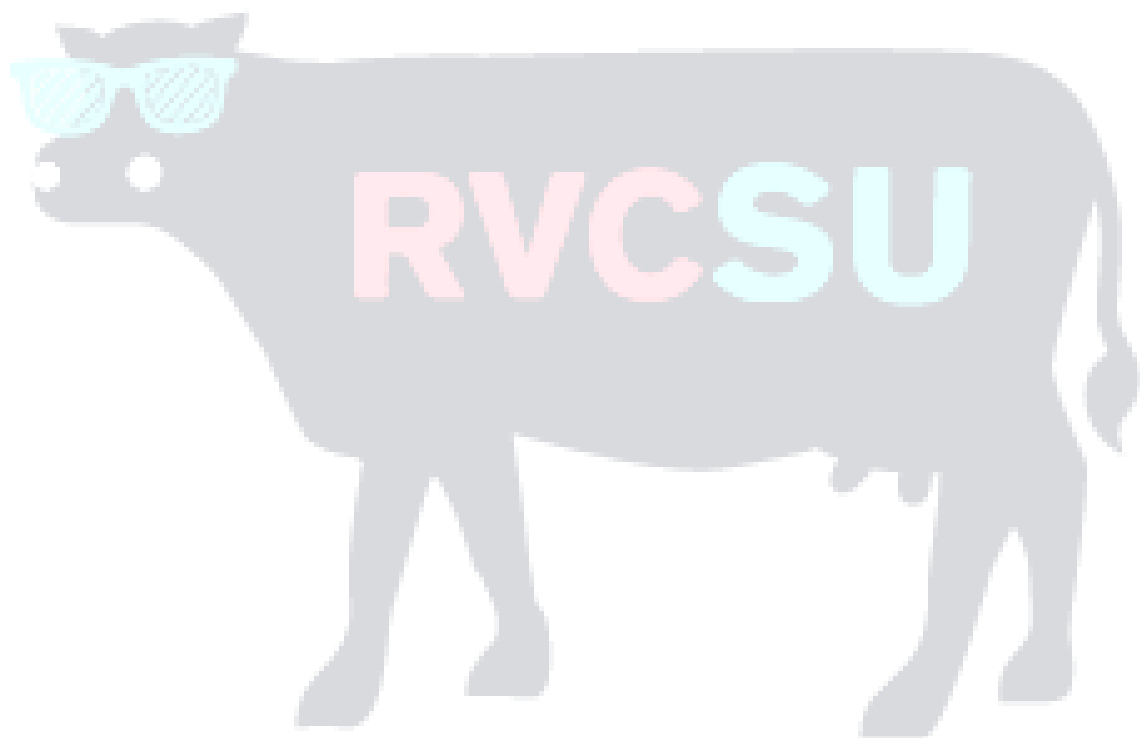
Welfare report, Care packages going well, Welfare walks in weekends, Twitter blog with nice quotes, more present in CT campus. Treasurer report, passed millage last time, 2nd Grant instalment transferred. Rep Comms, course rep social soon. International, Chinese NY went well, Hong Kong Students shown around, International pub quiz soon, Post Grad, running for PG for another term, Vet Nurses, 2nd yr nurse's accommodation problems (shortage), suggested that other students rent out their rooms when on rotations. Grad Ball and SVN Fest, lots of interest and going well. Jen said not just VN responsibility to org grad ball (would like more support for other courses), Camden officer no comments, Rep Comms – poor attendance in CT lectures recently. Environment – Project Ecozia, will look into planters by clinical block. AVS – congress successful. SAVMA 5 EMS Grant winners, su events such as wine tasting. IVSA and SAVMA to chat re: Georgia trip. IVSA exchange went well, yearly. £4000 of own money spent would like IVSA debit card for next time.

14. Strategic Planning – Students and Staff interviewed, committee meeting next week, to be finished by Easter. Red Brick meeting 4th March, 6-7pm.
15. Elections Update – Still missing some roles. By-elections to happen April/May. Campaigning to start and £50 budget from SU (Petty Cash form required). Steph re-running for Rep Comms, has access to voting and website, so will keep everyone in the loop (transparency).
16. Sports and Society Ball – to possibly change to Awards dinner in future. Sports team captions only ones that get half price tickets. Voted NO for officers to also have ½ price tickets as not the right time

considering the loss made in the Xmas Ball. May revisit in the future if event is transformed into an Awards Dinner.

17. Next meeting date 21st March

Meeting closed 19:00pm



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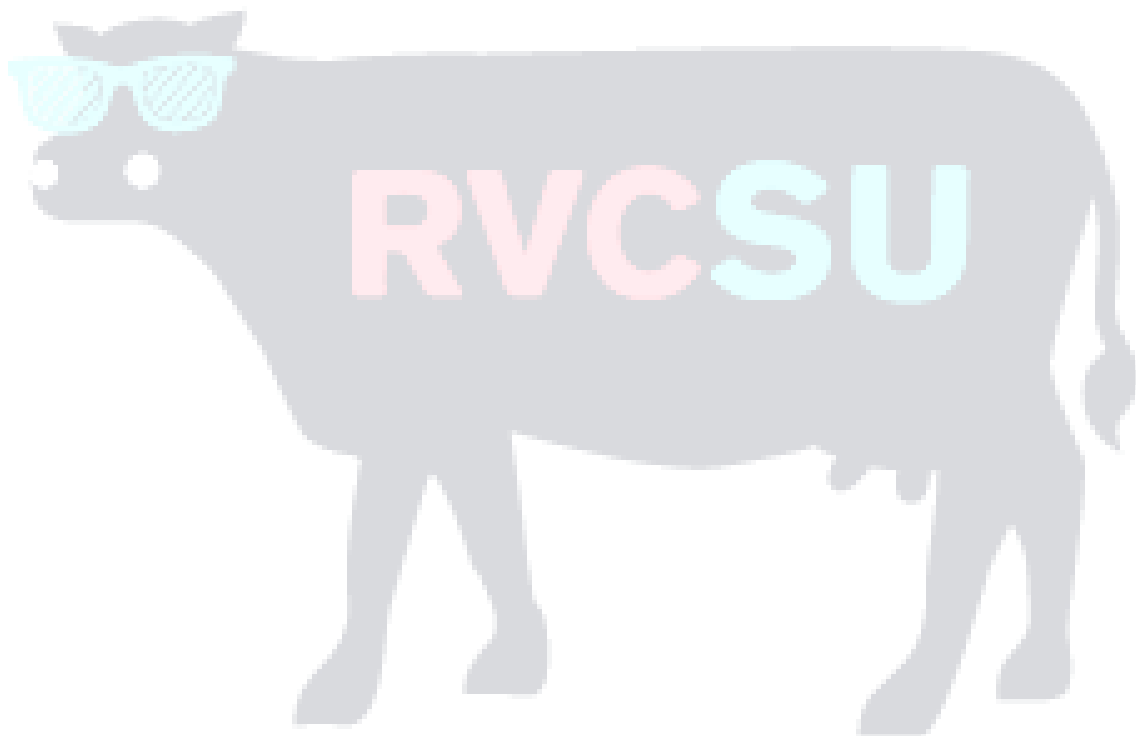
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Action points from last Council

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	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	Ongoing, Hayley to be involved, VNs would like support organising. Formal committee voted in
NUS	Officers that haven't already registered with NUS Connect please do so	All officers	11 th Oct 2018	17 th Jan completed
3. Office Reports	GS to pursue International refunds and plans for fees going forward	GS	17 th Jan 2019	Completed
3. Officer Reports	JP and Willow to liaise re Non-Alcohol event for Refreshers	JP & WG	17 th Jan 2019	JP resigned from post. Formally thanked in meeting
3. Officer Reports	GS & DSJ to work with College to provide better info to 2 nd year BVetMed re HH Project 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 & DSJ GS	17 th Jan 2019 26 th Feb 2019	Ongoing Ongoing
3. Officer Reports	GS to raise compostable cutlery with Estates and CSF	GS	17 th Jan 2019	Completed – in both campuses
6. Elections	SRF to circulate details of elections and requirements from officers re this	SRF	17 th Jan 2019	Completed
6. Elections	SRF to organise meet and greets and Facebook Live / Instagram Stories to publicise Elections and officer roles	SRF	17 th Jan 2019	Completed
12. Handover Day	GS and SRF to organise handover day. SRF to review existing handover document	GS & SRF SRF	26 th Feb 2019 26 th Feb 2019	
13. Xmas Ball update	GS and DSJ to discuss proposal from Wicked Student Nights once official proposal is received. Will make a proposal of all available options and bring to Council for a vote once we all information.	GS and DSJ	26 th Feb 2019	

13. VN PG BSc Grad Ball	GS to form a working group			
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	



SU President's report

What have I been up to?

Strategic Planning:

Initial interviews of SU Officers and college staff members have now been completed. Red Brick will provide us with a summary of the interview findings on the 1st March, which will be sent to all officers to review as well.

International Student Fees:

I have been informed that all international students have already been refunded the price increase for this year. Any students who have done so should contact the finance department to pursue this further.

Christmas Ball:

We are still in talks with the college to recoup some of our losses regarding Christmas Ball.

Progress made on manifesto

1. Produce a strategic plan
 - a. The initial Officer and college staff interviews have now been conducted, and we are awaiting to have our first strategic group meeting on the 4th March at 18:00
2. Utilise the UN Sustainable Development Goals to create an overarching framework for the SU
 - a. Will look into this down the process of producing the strategic plan
3. Ensure officers report progress and/or revisions made towards their manifesto goals at the monthly council meetings
 - a. Template produced
 - b. Ongoing throughout 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

SU VP Activities and Campaign's report

What have I been up to?

- Just have finished hosting Surrey varsity which went down a treat without any hiccups. Apart from Surrey nicking the trophy we won. Great day all round.
- Still ongoing with the gym and activities studio. Have got a new dance class on a Wednesday which seems to be popular.
- Sports ball is all finalised and tickets are on sale. Currently going through the awards and choosing the winners.
- Sorting out SU colours for all the clubs to give out at AGM.

Progress made on manifesto

About to organise Camden vs Hawkshead varsity and a golf day for students and staff with a local club.



SU VP Welfare's report

What have I been up to?

- Care packages for Random Acts of Kindness
- Discussing with External Relations regarding the official opening of the new Camden Campus and the Wall of Fame celebrations
- Helped Robert (SU RAG) with candy grams
- Organised the Flag raising for LGBT+ History Month
- Worked with LGBT+ Society and James (E&D Officer) to organise events for LGBT+ History Month
- Will give out free sweets for continued random acts of kindness next week.

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

What have I been up to?

Nothing much to report - I have continued with my day-to-day tasks of managing the finances of clubs and societies. Additionally, the second instalment of club/soc grants has now been awarded and I have been encouraging all clubs to start fundraising for the year. The reduction in petrol rate was passed at previous council and claims are now at a rate of 30p/mile. This will allow clubs to spend less on petrol and more on things they'd like to do and is more representative of actual petrol spend.

Progress made on manifesto

- **Fair allocation of grants between all clubs and societies**

Completed (see previous report).

- **Reasonable distribution of funds for events across all courses**

The matter of a BioSci/Vet Nurse grad ball is still an ongoing discussion.

- **To make key events of the year more affordable**

Retracted (see previous report).

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. **Course Rep Social:** a social was held with the reps to discuss current topics that are affecting students. Agenda and minutes can be discussed at Council for updates/feedback.
2. **SU Officer Elections:** Nominations for next years' roles are now in. 2 weeks of campaigning followed by two weeks of voting are to take place. Some roles have been left with no candidates, so these will have to run to by-election after these elections have been completed.

Progress made on manifesto

The promotions for elections had dominated time over the past few weeks. Due to email about some more opportunities that have come up but have waited to avoid bombarding with mass emails; would like to see progress with an opportunities page on the website that can reduce this.

As I am reapplying for my role in the hope to have more focused manifesto for next year to set clear goals having seen what can be improved.

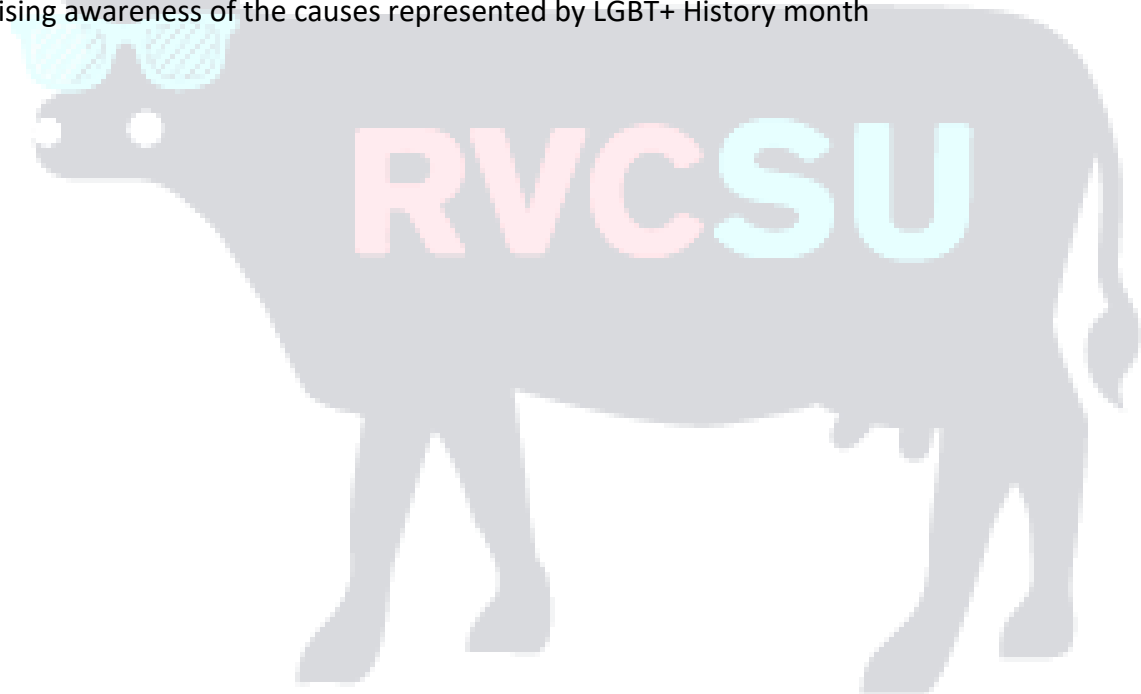
SU Equality & Diversity Officer's report

What have I/we been up to?

- > Liaised with the LGBT+ society and Chaplaincy in organising events for LGBT+ History month including flag-raising, film evenings, trips and pub quiz.
- > Next week is big flag photoshoot.

Progress made on manifesto

- > Demonstrating better exposure of the LGBT+ society and engagement from the faith community at RVC.
- > Educating students about LGBT History through quizzes and movie evenings.
- > Raising awareness of the causes represented by LGBT+ History month



SU International Officer's report

What have I/we been up to?

Successfully executed an event with Advice Centre for Lunar New Year and organized the Ross and Hong Kong Jockey Club PGCert student visit.

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
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. Ramadan
 - i. May 5-June 4
4. Improve Ross and HKJC PGCert student integration
 - a. Induction completed

SU Post Grad Officer's report

What have I/we been up to?

This month has been busy with CMCs and other meetings/committees. Discussed at RDC about improving the policy on parking spaces for PG students, which has now recently been amended to take into account letters of support from supervisor. We had a PG advisor meeting to improve the roles these advisors have. I undertook a survey of PhD and MRes students, although I am yet to fully analyse the results. Uptake was low but some really strong (and not always positive) views were given, so I hope this will aid in what I need to do for the rest of this year. For my sins, I've re-run for PG Officer (jointly with James) for next year...why do I do this to myself?!

Progress made on manifesto

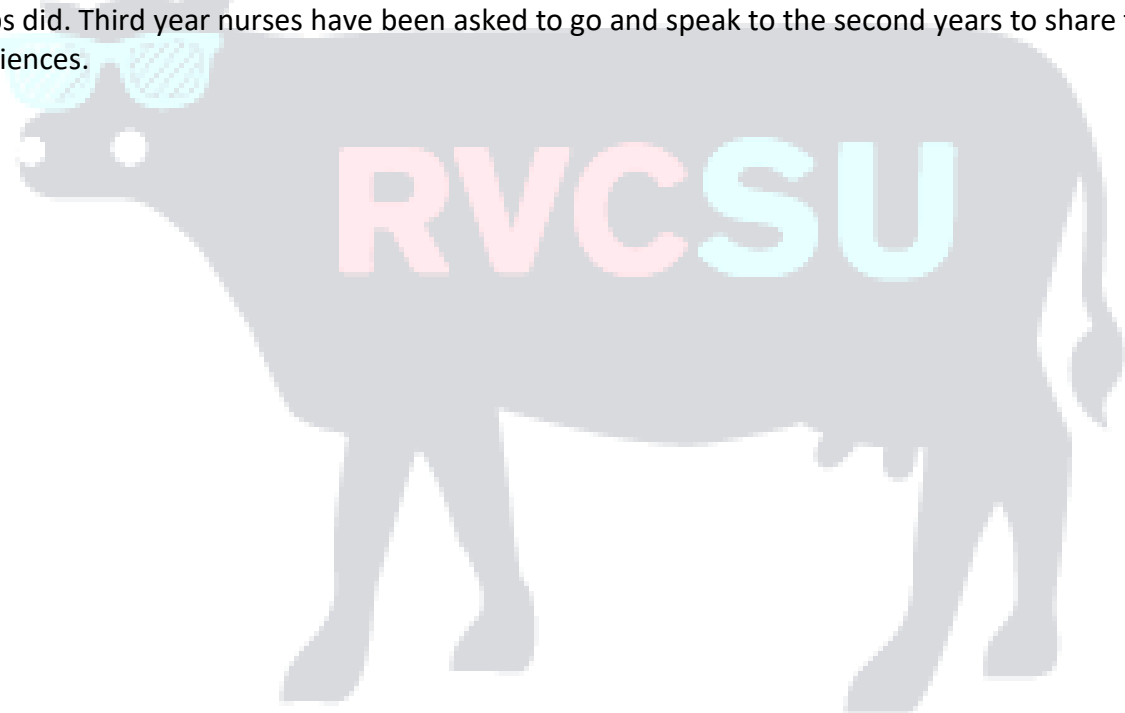
- **Sports and societies more accessible for PGs**
 - Hoping the outcome of the survey will help me work out what PhD/MRes students would benefit from. In terms of MSc students, it was reported at the populations CMC that some felt there was a lack of interaction with SU. Arranging a meeting with course reps to work out what more we can do and hoping that I can discuss, for example, how we can improve their access to sports/socs etc.
- **Employability for PGs-**
 - The Researcher Association are holding an event in March that I am helping them to promote. Purely aimed at PG and above so will be really beneficial for PGs nearing the end of their course or any PGs that want to look into a career either in research or outside.
- **Events away from the lab/office**
 - Need to organise something fun for this term- think we could all do with it!
- **Supporting PGs**
 - Arranged rooms every other week for a 'Shut up and write/Shut up and Read' initiative. Rooms booked at both HH and Camden for a couple of hours to give PGs a chance to do some quiet writing, something we don't often get to do. Snacks as incentives for the end and an opportunity to meet PGs that you don't otherwise bump into! Slow on the uptake for the first week, but people seem to be really keen on this so fingers crossed it'll be useful!

SU Vet Nurse Liaison Officers' report

What have I/we been up to?

We have started planning the graduation ball for all courses other than BVetMed. Results from the poll showed that people would prefer the Tuesday night as opposed to the Monday as they will be looking to go out for dinner with their parents on the day of the graduation. There will be no overall theme for the night, just black tie. We have emailed Sway bar who were used last year but are awaiting their response. We need to look at limiting the numbers as last year there was room for 200 people, but only roughly 60 people attended which meant there was a massive loss for the SU financially.

We have been approached by a second-year nursing student regarding the accommodation protocol for third year. The second years seem to be panicking slightly about how they will find places to stay if they can't stay on campus. We emailed her with some suggestions based on what people in our year groups did. Third year nurses have been asked to go and speak to the second years to share their experiences.



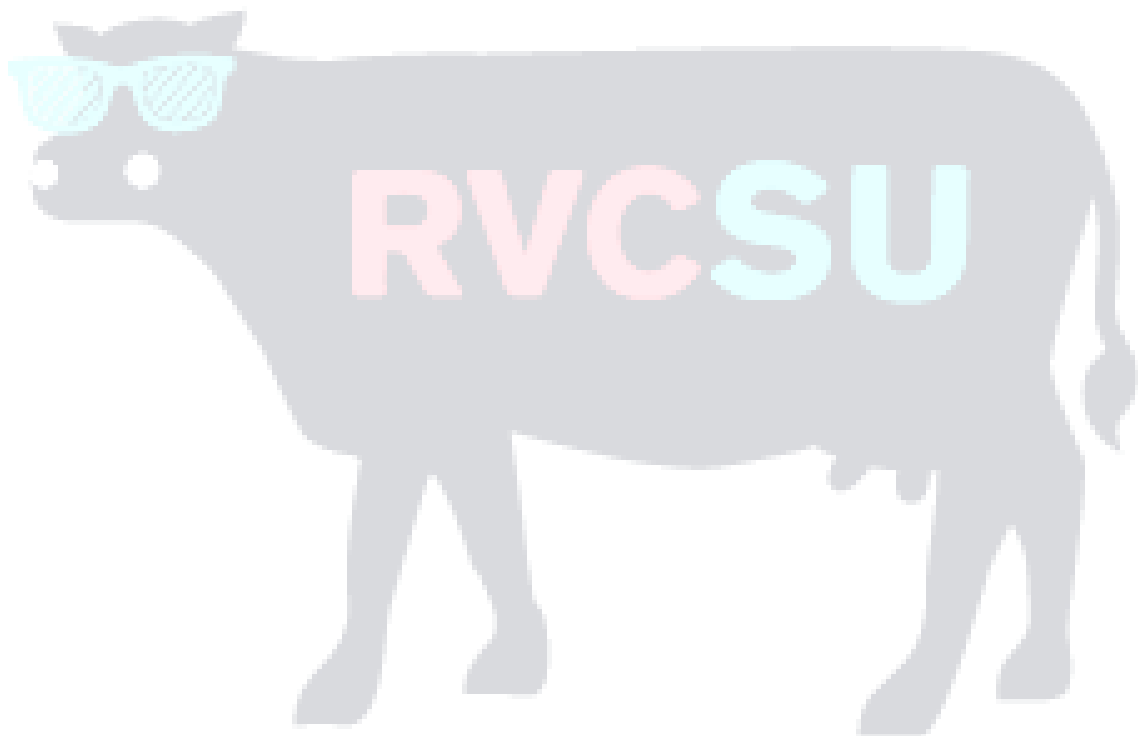
SU Camden Officer's report

What have I/we been up to?

Same as previous report with regards to Camden building works but these have mostly been completed

Progress made on manifesto

No major plans currently due to busy work load (studies)
Will be dealing with issues as they come up



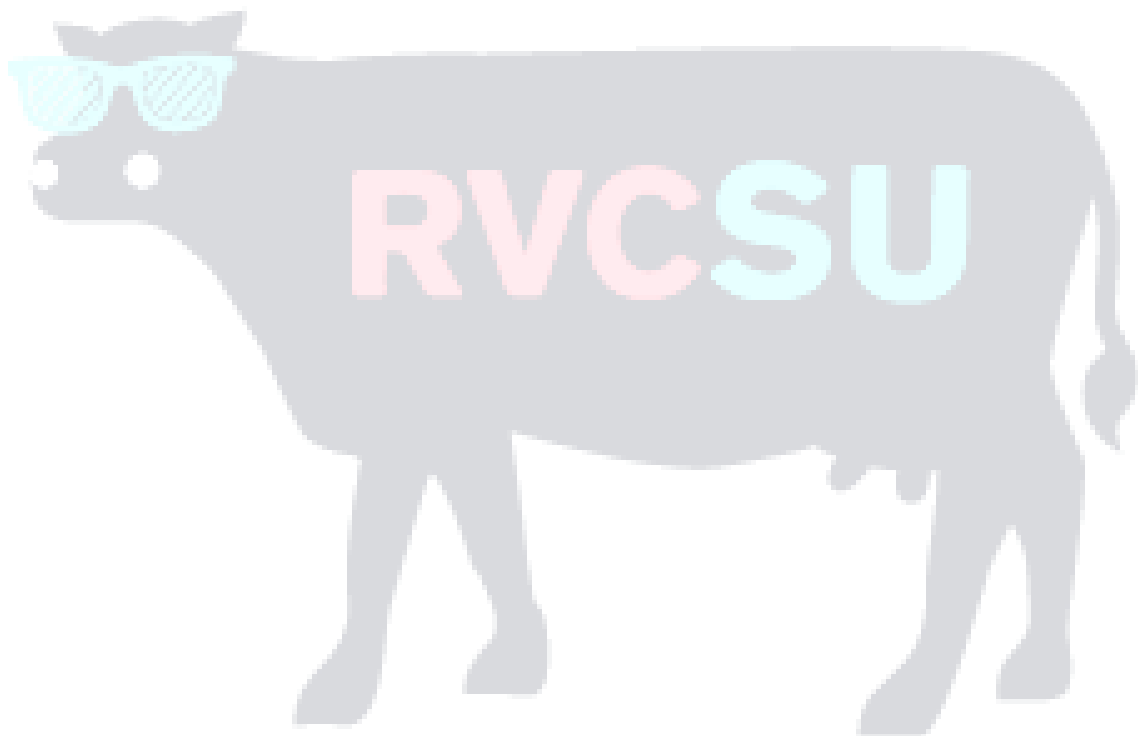
SU Entertainment Officers' report

What have I been up to?

Sports ball is around the corner, I've been working with Will getting everything in order for March 6th.

Progress made on manifesto

We have organised a cheaper alternative to Christmas ball giving people who missed out on that event another option. Also, an after-party option for people who can't afford a dinner out. We need everyone pushing the tickets to sell the final 100 dinner tickets to their year groups and societies etc. I will push the after party stuff once dinner tickets close on Feb 28th.



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SU Environment Officers' report

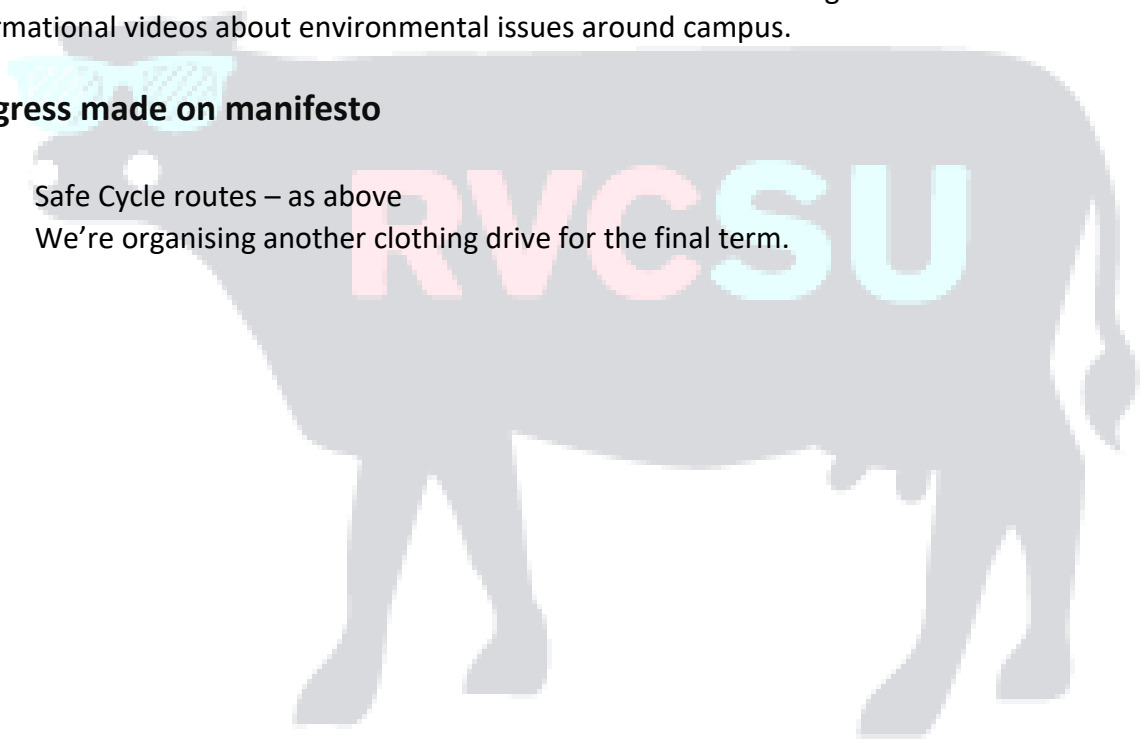
What have I/we been up to?

Since the last meeting we have been making progress on our Ecosia campaign. A proposal was submitted to the Infrastructure and Project Management Group. A campaign group has been made and is being advertised on the SU environmental page. This was met with a positive reaction. We are steadily working towards achieving the GISU criteria with Olivia Allen to be accredited.

We are continuing to talk with Tri about encouraging Strava use and sharing safe cycle routes to the campuses. We've also made a seasonal plan for the student planters which will be included in the handover documentation for future officers. We're also collaborating with Olivia Allen to make Informational videos about environmental issues around campus.

Progress made on manifesto

- Safe Cycle routes – as above
- We're organising another clothing drive for the final term.



SU RAG Chair report

What have I done?

February Candy Grams was very successful with 100 candy grams sold. And many volunteer students were involved in handing sweets out.

Progress made on manifesto

- Many students have noticed the work put into the Guide Dog charity event, which has raised a lot of awareness of the involvement of the SU in charity work.
- Some smaller charities have been overshadowed by bigger charities. To resolve that, the RAG team will start shining some light on these charities, through social media, to raise awareness of their goals, since they are weakly supported by comparison.
- RAG page activity has increased over this term.
- Further fundraising events are still being organized now.

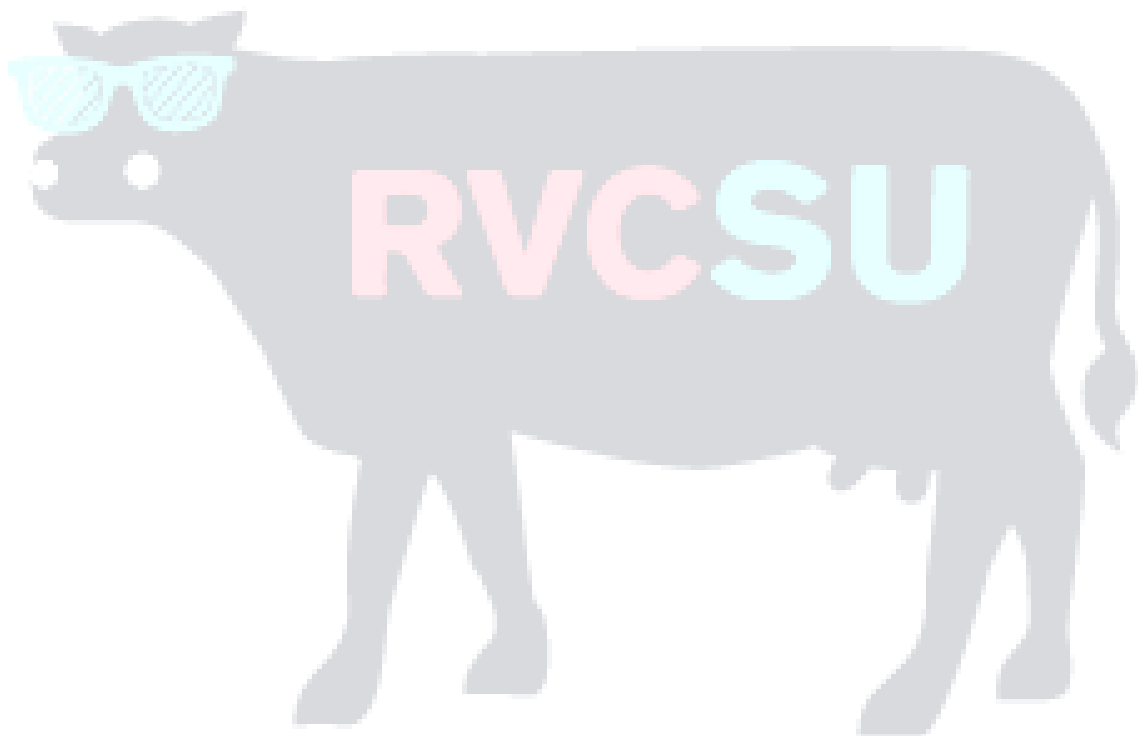
SU AVS Representatives' report

What have I/we been up to?

- AVS Congress. Done.
- Still working through finances

Progress made on manifesto

Pulling off a successful congress....think so



SU SAVMA Representative's report

What have I been up to?

- Had a very successful Valentine's themed Wine tasting in Camden (~80 attendees).
- Had 5 winners for an EMS Grant
- Other planned events: US intern talk; EBoard elections (TBD); EBoard meeting to plan third term events
- SAVMA Symposium in a few weeks (March 9-11)

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).



SU IVSA Representatives' report

What have I been up to?

- Lots of planning for our exchange
- Successfully Executed Our group exchange which included 30 international students 10 from South Africa, 10 Czech republic students and 10 students from France for 2 weeks. Highlights included going to the donkey Sanctuary in Devon visiting the theatre to see mamma Mia, also attending a comedy club in Covent Garden, Backstage tour of ZSL London zoo veterinary hospital. All went very well and we can't wait to head off to their countries.
- Our first group of Rvc exchanges have just got back from Brno in the Czech Republic they had a fantastic time. They did activities such as helping out at a wolf dog rehabilitation centre, hiking, caving and a day trip to Prague.
- We are currently working on organising a few talks for animal welfare week which is coming up- we are collaborating with RVCs own animal welfare society and IVSA SCAW.
- Potential vet times article about the exchange in progress.

Progress made on manifesto

- Our main objective is to run a group exchange. We have but also organised 3 at once so more RVC students could have the opportunity to take part in a group exchange.
- We have emailed out our monthly bulletin which includes various trips, symposiums, grant and scholarship opportunities.
- We ran a successful freshers fair stall for the first time, which included a prize of winning a space on one of the exchanges. We now have our own banner.
- We've put on a talk by WVS earlier in in the year.
- We've had a Great organising committee which I thoroughly helped us throughout organising the exchange. They helped massively with the smooth running of it.