

Officer Trustee Report Board of Trustees

Tom Wheeler - President

College First-Year Accommodation

I've been involved in a lot of meetings regarding the future of the college's accommodation portfolio. There are a large number of changes regarding the portfolio, and a lot of discussion has been ongoing in Union Council. I engaged heavily in the process of setting rent for halls for 2015/16 to ensure that students had an equitable student accommodation experience.

Large Club involvement in the Big Elections 2015

Following the Governance Committee's decision to include large clubs in the Big Elections 2015, a lot of work went into ensuring clubs were assisted through this process. I was involved with a number of clubs who were unhappy with this process, however it is important to say that the reasons were (by and large) the reasons we wanted a more auditable and robust election process. Good feedback has been received on the ease of the election process by a handful of these clubs, which is reassuring.

Visit to LKC School of Medicine

I was fortunate enough to visit LKC School of Medicine, a joint medical school between Nanyang Technological University and Imperial College London, from Monday 23 March until Friday 27 March 2015. During this visit, I observed classes; participated in extra-curricular activity; visited student Hostels (equivalent to Halls of Residence); ate lunch and dinner at the students' favourite eateries and generally experienced what it was like to be a student in Singapore. I learned a huge amount from the approach to teaching, student support and the student life at LKC and will be reporting this to College to continue to lobby for an improved student experience.

Women@Imperial

I was heavily involved in the planning of Women@Imperial, a college-wide celebration of imperial women past and present. The event was very successful, and really positive feedback has been received.

Democracy Review

The Union is continuing a review of its democratic structures to make it easier for students to enact change.

Union Space Review

I am starting a project to review the Union Offices, with the objective of making them more student facing and accessible. I'm really excited about this opportunity to fix a few long-standing issues that we face operating in the building.

Abi de Bruin - DPCS

Risk

Having had a few incidents this year with both physical and reputational risk, it seemed appropriate to review our processes relating to risk management within the union, including assessing the way we risk assess, risk log and control external risks within the union, comparing to other unions and producing a plan of action to consult on over the next few weeks.

Tours

Having had such a large number of tours approved in the spring tour period meaning the funding was really stretched across the board, leading to funding to only 11.5% where it's previously been much higher. This has meant that we've been doing a fair amount of work on ensuring we've followed up all winter tour expenditure, creating a list of reclaims for the funding that hasn't been spent, ready to ensure we have enough to fund tours well during the summer period.

This process has also meant the tour reports have been chased up more thoroughly now, which has provided a fair amount of work to read and ensure all are accurate and contain all the information necessary to be passed on to the IC Trust as is essential for continuing tour funding for next year. They've all been of a high standard and it's always great to see what our clubs are up to with the funding.

Sport Imperial - This Girl Can, Varsity

Alongside the Deputy President (Welfare) I have assisted in the Varsity investigations, there were a number of recommendations to come out of this that we will be working with senior college and Sport Imperial on implementing over the next few months.

We have also been working with Sport Imperial on engaging with the This Girl Can campaign that is a campaign currently being run by Sport England.

External Speakers

Following a couple of problems this year with the external speaker process we've been reviewing the process overall with particular focus on our interaction with college during it. This has also had a particular focus this month as with the Counter Terrorism Bill passing we need to review and ensure we will be compliant with the statutory duties when they come in to act. We have nearly completed a draft of the proposed new process and this now awaits consultation with the groups likely to be affected.

Training

Alongside the Student Development and Student Activities Teams we have been working on both the training programme and training materials for the incoming officers.

Operational Excellence – Space Programme

I have been part of the College's current Operational Excellence programme looking at the four work streams associated with space – timetabling (general academic), timetabling, Room Booking & Space Management Systems, Space Inventory, and Room Readiness. This has been useful both in terms of contributing the student side to the discussions but also for points to bring across to the union systems relating to space.

CSP Finance

We have just had the Union Auditors in, during which process we contributed with a discussion of CSP financial procedures. This is the first time there's been a specific CSP focus and may be something to consider next year as they may be asking to speak to club treasurers as part of the process.

We have now finished the budgeting process, so been writing up the debriefing document and preparing feedback questions to ask and areas to look into for the process for next year.

Elections

Now that the majority of club elections are over, we are looking at reviewing the process, particular where there were areas that were problematic this year. This is in part involving looking at bulking out the CPS Elections training manual so that more of the commonly asked questions are covered, as some questions were asked reakt repeatedly this year.

Pascal Loose – DPE

Feedback

We held the Rep Conference themed “Feedback at Imperial” on 11 February where College staff and reps came together to discuss their ideas. The conference was well received and we are currently writing the report that outlines the discussions and outcomes.

The information I collected from meeting with many SACAs “Best Feedback” nominees will be used in the future for Rep Training. I will work on this with Andrew, Sky and my successor Cyn.

Lecture Recordings

As the main argument against lecture recordings is the infringement of copyrights I’ve been trying to get hold of someone who is an expert in copyrights and who can help me come with guidelines on how to avoid infringement. I am in contact with some legal experts of the College.

SIMP Supplier Workshop

I was invited to attend the Student Information Management Programme (SIMP) Supplier Workshops as part of Operational Excellence. Each supplier had the opportunity to showcase their product at a day-long workshop and the whole team is currently finalising our decision.

NSS Promotion

The NSS opened on 12 January and will close next week. I have been in contact with ICT and DUGS to arrange “Message of the Day”, which are notifications that get displayed at login on College computers for departments that opted in.

Currently the NSS Promotion relies on us and the College to contact all the students simultaneously. This quickly becomes exhausting and a nuisance to the students. We do not hold a list of those students that have completed the NSS and those who haven’t. Obtaining that list would make the promotion a lot easier and quicker and I therefore want to speak to the people of HEFCE about releasing that data.

PRES Promotion

The Postgraduate Research Experience Survey opened in March and is next to NSS one of the national surveys. Aimed entirely at research student, I have liaised with Sophie White from Registry to plan the promotion.

SSC Forum

We held the first SSC Forum on 25 February, where we discussed the issues that were discussed at the SSCs in the departments.

UROP Focus Group

I held a UROP Focus Group together with some Reps to identify which areas need improvements. The recommendations that we reached will be presented to the College soon and I will organise another meeting with the Reps and the Elspeth Farrar from the Careers Service.

Alex Savell – DPFS

Budgeting:

We have now completed the appeals meeting

A higher than usual number of appeals were received meaning many of these were supported less than we would have liked

Overall, the entire budgeting process this year went significantly more quickly than last year

There is still a lot of work to be done on this

Now that we are back in term time we will be circulating something for feedback on the process and hoping to review it before the summer

Draught Tender:

The Union's Draught Supplier contract is up for renewal

I am working closely with the commercial services manager to meet all potential suppliers and we will take a decision on a renewal or new contract

Our primary aim is the best value for money for Students and our secondary concerns include:

- Sponsorship for Summer Ball

- Ancillary Event (such as beer festival) support

- Partnerships for special offers

Summer Ball:

Progress on this continues

Announcement of our headliner will be on 1 May

I have been spending a lot of time chasing leads for sponsorship

- As yet I have had little success

- I am attempting to keep options open for broader sponsorship discussions as well as the summer ball.

Fund Education Fairly:

Significant work is going into this in the run up to the General Election

I have been in contact with all the candidates that we can find contact details for

We have asked them for a response on 3 Key Demands based on our Higher Education Funding Policy:

- INCREASE Funding: Make student living affordable for all and reflect the true cost of living

- REVERSE Fee Hikes: Stop saddling graduates with a lifetime of debts, without reducing support for Widening Participation

- PROTECT International and Postgraduate Students: End the reliance on Extortionate International and Postgraduate Fees

Our first responses to this are already coming in and will be published alongside a 'Traffic Light' style rating system on our campaign page.

Please help advertise the campaign to your members and support it at

www.imperialcollegeunion.org/campaigns/a-to-z/fund-education-fairly

- You can also tweet using #FairFunding

Chris Kaye – DPW

Feminine hygiene products

I worked with the Senior Management Team and with the support of Council for Shop Extra to sell feminine hygiene products 'at cost' on Campus. I am very proud of this achievement which ties in nicely with my 'boulder' at the start of the year to support women in science, and at Imperial generally.

Early Student Orientation / "Week Zero"

I have been exploring with Campus services the possibility of expanding the Early Student Orientation programme that is currently available to a small number (a couple of hundred) foreign students at the end of September. This is a major piece of work which I intend to continue working with Campus Services on next year as DPFS.

College President's Awards

I have sat on two of the College President's Awards for Excellence panels: Pastoral Care, and Supporting the Student Experience. This required reading nominations, scoring them on merit, and meeting other panellists to decide on medal winners and other prize-winners.

Woodward Hall, Acton

I visited Woodward Hall building site too see how things are developing and to look around with potential warden/sub-warden applicants.

I also visited the nearby GP Practice to discuss the services they can provide to Imperial students, particularly the procedures during Welcome Week.

Head of Student Voice and Communications interviews

I was the Student/Officer Trustee panel member on the interviews for this very important new Senior Manager role at the Union.

Bar Supervisor Interviews

I was the Student/Officer Trustee panel member on the interviews for new Bar Supervisor.

Women@Imperial Launch

I attended the launch of Women @ Imperial in the Business School, having been a contributor to the run-up to the event.

Supporting Imperial's University Challenge team

I attended the filming of University Challenge in Manchester to provide support to our Team. The new series will broadcast in July.

College Development Team

Tom Wheeler, Joe, and I met a member of the College Development Team to discuss the College's fundraising activities. We lobbied for areas we believe the College should be prioritising for the benefit of students, and for a broader range of options for would-be benefactors to donate to.

Elections

Finally I would like to express how delighted I am to be on Trustee Board next year as Deputy President (Finance & Services). It looks to be an incredibly exciting year for the Union and I relish being part of it.