

## Officer Trustee Report to Board of Trustees

### PRESIDENT – LUCINDA SANDON-ALLUM

#### Operational

##### Welcome Week

- Involved in the #HelloICU crew training, hall senior training and the club officer welcome as part of orientation week (w/c 28th Sept).
- During International Orientation and Welcome Week I took part in que-walking in the Student Hub most lunchtimes. An opportunity to speak to new students and introduce them to the Union.
- Welcome talks - I made numerous speeches to welcome students for International Orientation, Not in Halls, International Welcome, all department/faculty undergraduates and postgraduates as well as travelling to Silwood to welcome the PG students.

##### Future Student Services

At time of writing, the final day of interviews and evidence gathering is complete. We will be reviewing all information provided and making recommendations to the relevant services.

#### Objectives

##### **Housing - “Tackle the issue of finding quality, affordable housing in London”**

Working with Jennie and Citizens UK on a housing campaign for the Mayoral Election. Jennie will be attending a borough meeting with over 600 responses from students about their housing issues, alongside several members of the student body.

On 7th November I will be attending an Issues Workshop to decide London's top 3 housing asks, following Jennie's borough meeting. On 23rd Nov I will be attending a meeting to ratify 3 asks and make a plan with Citizens UK for London.

I've had several responses back from Universities using Move'm - a landlord accreditation website. At time of writing I haven't yet had the opportunity to collate these, but I am hoping to do so next week.

##### **CSPs - “Deliver new income streams for our Clubs, Societies & Projects”**

I've met with several organisations including RSM, Enactus and in the coming couple of weeks BioSoc who are having trouble obtaining and securing sponsorship. We have talked through several options and improved applications through layout and content.

##### **Feedback - “Produce a simple online platform for students to give their feedback on potential changes that affect them”**

I've been having lots of correspondence with a company called OOHLALA who have created apps for the Unions of many Universities over Australia and North America. They create completely personalised and branded apps which work as 'lite' versions of the Union's Website, including surveys (for our feedback), calendars, maps of campus and buildings, CSP information etc. They are pitching to us with a full product next week. The long term aim is for us to create an app ourselves, however due to the influx of external companies vying for our students and the need for a platform like this, it will help us to get students to download and use an official app for the Union.

I've also been speaking with Operational Excellence about putting this feedback platform on our website, similar to the Transport For London consultation section. This will allow students to access decisions the Union are planning to make, via our front page with an opportunity to submit their comments.

**Women in STEM and Gender Equality - “Work with the College and external organisations to encourage more women to engage in education and research in STEM”**

I was asked to speak at the ‘Greenlight For Girls’ event, organised in conjunction with ‘Women in Physics’. This was a great success and an opportunity for Imperial to showcase the opportunities there are for women in STEM to school girls aged between 12 and 16 years.

I sit on the Gender and Institutional Culture Steering Group with Jennie. This is a study looking at gender equality at Imperial. I took one of the researchers on a tour of the campus during freshers fair. On the back of this, several sports teams are being asked to take part in a focus group to express their opinions on gender equality and sport at Imperial.

I helped organise and promote the HeForShe Get Free UK Tour at Imperial. The grassroots engagement on campus was fantastic, with the help of Jennie and passionate gender equality student volunteers Jonathan Masters, Jodie Denmark, Jonathan Sutton and Jess Wade. HeForShe praised Imperial as being the best organised and most successful bus engagement of the tour. This was followed by a panel discussion which I sat on alongside Elizabeth Nyamayaro, James Stirling, Martin Lupton and Jack Bertram. The panel discussion was thought-provoking and successful, with students engaging with the Q&A. However, the turnout wasn’t as high as expected, which could have been due to the timing within Welcome Week.

I attended a meeting last week with the Business School, with the aims of promoting and supporting women in business for current students and alumni. The discussion resulted in restarting the Tandem Society, which I will be assisting with alongside a group of MBA students. We are hoping this group will engage men and women across the College regarding gender parity in business.

**Community - “Work to create more of a sense of community within the student body”**

Continuing to organise and work on the Royal Mixer with Royal College of Music, Royal College of Arts and Royal Veterinary College. The date of the event has been confirmed as Saturday 21st November.

**DEPUTY PRESIDENT (WELFARE) – JENNIE WATSON**

**Operational**

**Wardening teams**

I have managed to secure funding from the Director of Student Services, Denis Wright for all wardens and assistant wardens to receive Mental Health First Aid training and for all subwardens to receive Mental Health First Aid Lite training. The next step now is to chase this up and ensure the training goes ahead and is indeed funded by the Department of Student Services.

**Gender Equality**

- Promoting and working on the HeForShe Get Free UK Tour alongside Gender Equality Officer Jonathan Masters, FemSoc Chair and Jodie Denmark and Secretary Jonathan Sutton, and Jess Wade of the WISE Young Women’s Board. HeForShe was broadly successful and the afternoon panel discussion drew in a reasonable audience.
- I’ve been working with Lucinda on the Gender and Institutional Culture Steering Group. This is a piece of research looking at gender equality and sexism at Imperial on a staff and student level lead by Dr Alison Phipps. Director of the Centre for Gender Studies, University of Sussex.
- I’ve been asked by some of the college’s Women’s Tutors to give talks to year 1 UG students on sexism, lad culture and reporting.

### Medics

- As promised I have continued my work from last year on year 5 and 6 medical student funding. The issue was recently discussed at Provost Board after weeks of discussion with John Neilson of proposed short/medium term solutions. I have been told it received a generally positive response and has been raised with Prof Les Ebdon of the Office for Fair Access.
- In August I was approached by members wanting to demonstrate around the time of Jeremy Hunt's vote of no confidence. This project fell through, however I have recently worked alongside Imperial students to organise the major junior doctor contract demonstration a couple of weeks ago (September 28th) and continue to have involvement alongside Maredudd Harris, ICSMSU President in the Medical Students Against Junior Contracts movement.

### Future Student Services Panel

At the time of writing, we have done 2 out of 3 days of evidence gathering sessions covering student support services (Counselling, Disability Advisory Service, ICU Advice and ICU Volunteering) and education and finance services (Careers Service, Library, Student Finance, Registry).

### Other Panels & Committees

- This week has also included sitting on Student Support & Wellbeing Committee as well as the Equality and Diversity Committee.
- I was invited to deliver a talk to the management trainees over in College to explain ICU and its relationship with College. This was met with an entirely positive response and a lot of hearty discussion about our activities and role in support student life.

### Objectives

#### **Housing - *"Tackle the issue of finding quality, affordable housing in London"***

Having introduced Lucinda to CitizensUK, we will be working alongside them on a major housing campaign in the run up to the Mayoral Election. As of 14/10/15 I had managed to gather evidence from this campaign from various sources covering almost 600 responses in just a few days, including well over 100 face-to-face conversations with students. I will be attending their borough meeting on Monday 19th October with student volunteers to present Imperial's 3 housing 'asks' to the various community groups involved.

I have also been drafting a proposal for College to act as a rental guarantor to students unable to provide one themselves i.e. overseas students and students from families with low household income. I am currently waiting for Registry to send me various pieces of anonymised data (mostly demographic) before I can complete this proposal.

#### **Advice Services - *"Revolutionise the advice services the Union offers to our members"***

I'm pleased to announce that our new Advice Services Manager Angela Urasala started on Monday October 12th and is settling in well. There will be a complete review of the Union's current advice service, which we are planning to remodel over the next few months, including appointing an additional student advisor.

#### **Student Safety - *"Ensure that Imperial is safe space for all students with a zero tolerance towards sexual harassment and violence"***

After conversations with women working in and using our bars I've been following up on reports of harassment and assessing the complaints process for students and bar staff, with a zero tolerance approach to gender based harassment in the Union.

**CWB - “To make Community & Welfare Board a real forum for open debate and discussion for campaigns and events”**

Secured Mental Health First Aid Lite training for all liberation and welfare officers as well as various CSP officers.

We had an excellent training and team building afternoon with liberation and welfare officers covering campaigning, representation, roles of student welfare officers and liberation movements.

BME Officer: I've been supporting Lami and ACS in the delivery of Black History Month; hopefully this will include a photographic exhibition devised by Lami to celebrate women of colour at Imperial which will be shown on the big screens on the Sheffield walkway.

We've had a largely successful Freshers' Fair with the liberation and campaigns stand promoting student led and external campaigns, volunteering and welfare contacts for students in need.

**Support - “Define the Union's vision for improving feedback and academic support at Imperial”**

Nothing to report.

**DEPUTY PRESIDENT (CLUBS AND SOCIETIES) – BENJAMIN HOWITT**

**Operational**

I have continued to engage in the Operational Excellence Space Programme, and am in the progress of undertaking a 3 day training course to support this.

**Freshers' Fair**

- The feedback survey for the Fair has been launched, and is currently sitting at c. 70 responses. This is part of a review process engaging interested volunteers.
- I am planning to plan the 16/17 Freshers' Fair in June/July 2016, earlier than in previous years. This will reduce some of the pressure on my successor, and provide a useful focus for clubs' handovers.

**Objectives**

**Training - “Making Club, Society & Project Training more relevant and helpful”**

Nothing to report.

**Activity – “Improving the resources available to support you in your role”**

The budgeting process will have been discussed with CSPB by the time of the meeting, aiming to begin discussions on the controversial issues that traditionally surround CSP budgeting. In the early stages of this, changes planned to the Budgeting Mission Statement were deemed unnecessary.

I will be redrafting the following documents over the coming weeks:

- Tours Policy – CSPB
- New Activities Committee Standing Orders – CSPB
- Activities Development Board Standing Orders – CSPB

Following poor response to early drafts of the Media Policy, I will be working with the Media Group to review what is currently working and not, and how to allow them to carry out their activity while giving the Board greater assurance.

I will be creating the following documents:

- Budgeting Policy – Council
- Fair Use Policy for Union Spaces – CSPB

I am looking into the possibility of recording club training sessions, and the creation of short video tutorials on key systems operations. A briefing delivered to club chairs re: Freshers' Fair was recorded to pilot access to these training sessions.

**Future - “Ensuring you carry the skills you learn into your future”**

Nothing to report.

**Sports Review - “Creating a new Sport Strategy for Imperial that includes all”**

The LGBT+ Officer has expressed an interest in working on the Sports Review, with particular reference to continuing the work started with ‘Out in Sport’.

**Outreach - “Making Club, Society & Project activities part of our local community”**

Nothing to report

**DEPUTY PRESIDENT (EDUCATION) – CHUN-YIN SAN**

**Operational**

A significant part of my work over the past two months had been spent building robust working relationships with staff across Department, Faculty and College levels. This includes a number of important new relationships, including:

- Getting to know and work with Directors of Postgraduate Studies and PG Tutors, including introducing Union services so PG staff can actively refer their students to what we offer (e.g. Advice Center) and making sure we have a much more coherent approach to PGR Rep elections this year
- Setting up fortnightly catch-ups with Faculty education coordinators
- Getting to know Faculty Deans and Vice-Deans (Education), and working with them on topics such as effecting change in response to the NSS

I have also sat on many College and Faculty meetings, and giving student perspective and scrutiny wherever relevant.

**Academic Affairs**

NSS and PRES response work is under way. This year we are taking a two-pronged approach. On one hand, Dep Reps and their teams have been given data briefings and access to a breakdown of their Department's NSS scores, and been asked to follow an exercise that would get them to think critically about their Department's NSS results in order to come up with recommendations and also priorities for their team ahead. The aim is to ensure Reps can effectively shape Department's NSS action plans, which are given increased importance this year, with Rep approval required before Departments can submit their action plans.

Meanwhile, the ICU NSS Response – drafted in conjunction with my Office Team – is targeted for publication in November. Analysis of PRES results are beginning in collaboration with Tom Bond, our Management Trainee. A PRES Response is targeted for before the end of the calendar year.

Additionally, I have begun to explore with the Graduate School the potential for improving cohort-building support and introducing some form of mechanism to review research supervisors. Initial responses have been more positive than expected.

## **Objectives**

### **Academic Rep Network - “Streamlining the Academic Representation Network, making it sustainable in the longer term, and ensuring it’s just that – a Network of students”**

Efforts to streamline and strengthen the structure of the Undergraduate Representation Network has continued. Academic Affairs Officers and Academic & Welfare Officers have been given clear responsibilities and status within the Rep Network, including membership on a Central Rep Team led by the DPE for more consistent and unified engagement on the Faculty and College levels.

UG Dep Reps are being progressively briefed and consulted of the changes; so far I have received no objections, and returning Reps have received it positively, seeing it not as a disruptive change but formalization of how the Rep Network had been operating already.

The new Imperial Horizons representation structure has been drafted. Subjected to approval from Education & Representation Board, the draft structure will be presented during the 2nd Union Council of October for approval, ahead of a November election for Horizons Reps. Nominations for Your Rep & Council Elections are ongoing and are due to close Oct 15. Early signs are promising as UG Dep Reps are doing shout-outs and introductory emails.

### **Postgraduate Rep - “Review our approach to Postgraduate Academic Representation”**

Introductory meetings with GSU Academic & Welfare Officers have raised concerns about AWOs’ workload. ‘Quick fixes’ such as changing meeting times and reducing AWO meeting commitments have been done where possible. Further changes will be actioned as soon as possible, including better direct engagement between the DPE and the PG Reps and ensuring as many Reps can attend training.

When I was at various PGT and PGR welcome events over the Welcome weekend, I have also come across some students who were interested in becoming a course Rep. A communications plan is being exercised in collaboration with the GSU, with the aim of ensuring participation by PGT and PGR students.

### **Support - “Define the Union’s vision for improving feedback and academic support at Imperial”**

I have endorsed FoNS’s intention to take a more ‘hands-on’ approach in taking a hard line when it comes to delayed feedback and lack of access of Panopto, and have shaped their approach. This include ensuring Reps are a part of the mechanism that would monitor feedback response times.

### **Learning Resources - “Influence the future of eLearning and learning resources at the College”**

In response to complaints from PhD students based at Hammersmith Campus in White City, I was able to stop the closure of the Wolfson Restaurant at very short notice and re-instate a catering service for the many students based there. This ensures that students at the campus can continue to choose between two catering outlets.

I have also lodged a position with Estates Management regarding the South Kensington-Hammersmith Campus Shuttle service, with the view of making sure that the service is better catered to students’ educational commitments, and also getting College to start thinking about the

future of the service when Imperial White City opens. The discussion is ongoing and I am due to follow up with Estates imminently.

In addition, I have started conversations with the e-Learning team with regards to Panopto and Starfish. For the former, I am due to meet with the AV Technologists in each Faculty to understand better the technical nature of Panopto, and explore how the technical issues that affect the recordings – arguably the biggest hurdle to campus-wide recordings currently – can be resolved. For the latter, I sit on the Starfish steering group and alongside other OTs, are due to receive a demo of the system at the end of the month. I was pleased to hear new courses taking part in the Starfish trial this year.

The e-Learning team expressed interest to provide more training to more students when it comes to setting up Panopto recordings. Likewise, some Dep Reps have expressed an interest for their teams to be trained. I plan on facilitating a link once my workload comes down.

**Individual Development - “Encourage our students to look beyond their course to the College’s many student development opportunities”**

I have begun to explore with the Careers Service and Student Hub about providing better support and protection for students undertaking UROP placements. The initial response from relevant staff has been of a highly engaged, supportive and collaborative nature. I hope that this will be able to lead to some concrete results over the next year.

Finally, I have been discussing with the Graduate School and Outreach about making available a greater array of public engagement and science communication opportunities to PGT and PGR students. The discussion was very positive and constructive, with some actions being immediately taken. It is hoped that over the next year, there will be more and accessible opportunities for PGT and PGR students to participate in likes of Fringe and Festival, and be able to record and reflect on their work through Imperial Plus.

**DEPUTY PRESIDENT (FINANCE & SERVICES) – CHRISTOPHER KAYE**

**Operational**

I have been doing operational roles since the last meeting of Board a few weeks ago. I attended all undergraduate Freshers events held at our commercial services.

**Objectives**

**CSPs - “Deliver new income streams for our Clubs, Societies & Projects”**

Nothing to report.

**Catering - “Review the Union’s catering provisions putting students at the centre of the changes”**

I am having discussions with the Head of Student Experience and Services around introducing a Mystery Shopper system for our bars.

**Operational Excellence - “Work with the College’s Operation Excellence programme to ensure student centric services across Imperial”**

Nothing to report.

**Student Facing - “To be friendly, approachable and student-focused”**

Nothing to report.