

**Imperial College Union  
Minutes of Governance and Identity Board  
2<sup>nd</sup> March 2021 – 6:00pm – 7.30pm**

**Minutes of meeting of 2<sup>nd</sup> February 2021**

**Present**

Role	Name
Union President	Abhijay Sood (AS - Chair)
Union Council Chair	Alex Auyang (AA)
RSMU President	Jasmine Crocker (JC)
RSMU Secretary	Teigan Collins (TC)
ICSMSU President	Muntaha Naeem (MN)
ICSMSU Deputy President	Nicole George (NG)
Council Representative (UG Engineering)	Varun Srivastava (VS)
GSU President	Zixiao Wang (ZW)
RCSU President	Aparna Pillai (AP)
CGCU President	Hayley Wong (HW)
CGCU Vice President	Hilliam Tung (HT)
Working Class Officer	Grace Fisher (GF)

**Observers:**

Governance Officer	Victoria Agbontaen (VA)
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**Apologies:**

RCSU Treasurer	Matthew Leontsinis (ML)
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Item	Actions
<b>1. Introductions</b> 1.1. Chair welcomed members to the second GIB meeting of the term.	
<b>2. Apologies</b> Matthew Leontsinis (ML)	
<b>3. Minutes</b> 3.1. Minutes of the last meeting were approved.	
<b>4. Action Tracker</b> 4.1. Updated.	
<b>5. Updates from the CU's</b> 5.1. <b>CGCU</b> – HW explained that the alumni officers sent out the recruitment information for mentors and mentees to begin the mentoring scheme the CGCU are starting. 5.2. HW added that the faces of engineering, the annual diversity event had taken place recently and the panellist had positive feedback in terms of the experience. 5.3. HW explained that there were a number of lessons learned and obvious room for improvement which will be discussed internally with the committee.  5.4. <b>ICSMSU</b> – NG said that the ICSMSU usually go on a retreat with the committee members which includes an evaluation of the year and then planning for the upcoming year but as there unlikely to be any in-person activities or plans, NG asked GIB if they had any advice which they could offer to help to keep the online platform engaging. 5.5. AS suggested other sites such as Gather Town, however when it comes to training and planning the Union has focused on PowerPoints and it is difficult to replicate the in-person feeling. 5.6. HW asked what the purpose is of the retreat. NG said it allows for an evaluation of what members have done well in their roles and areas for improvement. The previous ICSMSU President used the retreat to create a five-year plan of what members would like for their streams to achieve as well as a personal evaluation. 5.7. NG explained that both herself and MN have 121's with committee members to get to know them and build rapport as well as discussing the personal plans of each member in their role for the year. 5.8. MN agreed that taking students out of the 'Teams and Zoom' environment and using a different platform might potentially create a buzz of something interesting and new. HW suggested using wonder.me as platform as they have received good feedback and it has shown itself to be effective.  5.9. <b>RSMU</b> – JC noted that the RSMU are still going to hold some events this term including but are taking a different approach to try and raise levels of attendance to avoid online event fatigue. 5.10. JC highlighted that that main challenge for the RSMU currently is organising bottle match which has been postponed to mid-June. 5.11. JC added that due to there not being any spectators permitted this year, it has meant their SGI has plummeted, so they are currently trying to find other ways to fund the event as well as a number of other logistics to work out.  5.12. <b>RCSU</b> – AP highlighted that the RCSU are going ahead with the annual black-tie event which is happening virtually this year and they are finding ways to incentivise students to join. 5.13. AP said the work with the alumni is still ongoing.	<p>Discuss with the Student Development and opportunities team if there is any scope to support CU's with a formal retreat.</p>

<p><b>5.14. GSU</b> – ZW highlighted that in the side of representation, the GSU have been preparing a survey for the campaign of the minimum PhD Supervision hours.</p> <p><b>5.15.</b> ZW outlined that there is still little knowledge on what impact the pandemic has had on students including exams and other projects so this will be included in the survey.</p> <p><b>5.16.</b> The GSU have prepared a PG Forum for late April with the DPE to gather all the Departmental Reps and AWO's as well as Senior College staff to have a direct discussion.</p> <p><b>5.17.</b> ZW added that the GSU have started to develop relationships with Graduate Unions from other UK and international Universities.</p>	
<p><b>6. CU Feedback Summary</b></p> <p><b>6.1.</b> AS noted there is a clear need to do a piece of work around handover which includes handover of CU's as well as OT's. AS added that there should be an opportunity for earlier training for all roles should be and training should start from the Easter break.</p> <p><b>6.2.</b> AS expressed that during the 121 sessions with the CU President's there were several overlapping themes across them including clarity on the staff structure, having access to office space etc.</p> <p><b>6.3.</b> ZW suggested that if there is to be improved communications between the Union and Postgraduates he would recommend the GSU President role be treated as a Deputy President role too.</p> <p><b>6.4.</b> JC asked AS when the Representation and Advice Manager would be recruited and will start in their role. AS informed GIB that this person has been recruited and is in the process of salary negotiations and working their notice etc. but she has tentatively accepted the job offer.</p> <p><b>6.5.</b> HW said in the short-term is there a possibility to improve transparency in the Union with CU's. AP agreed and expressed that CU President's and Senior volunteers should not be receiving information at the same time as students and should be privy to some information before it is circulated to the general student population.</p> <p><b>6.6.</b> AP suggested that the Union should send tailored emails/communications to CU's before sending emails to all students. AS suggested it may be helpful to have a senior volunteer newsletter with the starting point being the staff issues and focusing on details of the College facing side.</p> <p><b>6.7.</b> HW agreed that the newsletter in combination with 121 CU/Union President meetings is a good way to keep CU's involved.</p> <p><b>6.8.</b> AS added that it is likely that senior volunteers will then become Sabbatical Officers so it valuable to keep them constantly informed on what is happening in the Union with staff, College as well as student facing issues.</p> <p><b>6.9.</b> JC suggested if there was a Teams Channel, that might alleviate the workload on Sabbs to draft another newsletter so it would be helpful to consider having a Teams Group between the CU Presidents and Sabbs where regulate updates can be shared. Informal fortnightly meetings could help to have open communication and enables more of a discussion.</p> <p><b>6.10.</b> MN said that he finds the fortnightly all-staff meetings helpful to keep him up-to date with what is going on in the Union and it may be useful for other CU's to attend.</p> <p><b>Training</b></p> <p><b>6.11.</b> HW stated that in previous years, the CU Presidents used to be included in some of the training that was given to the Sabbatical Officers and why this was stopped. AS said this was done as a lack of knowledge into the CU roles.</p> <p><b>6.12.</b> MN said there is a distinct line as to what he would consider to be training and what he would consider an induction and the gap was</p>	<p>AS to consider having specific student volunteer newsletter content which focuses on staff and College facing issues.</p> <p>AS to consider and discuss with the MD and the Leadership team whether it would be useful for CU Presidents to join the all-staff meeting.</p> <p>AS to discuss whether summary notes of all-staff updates at the meeting should be taken and provided to CU's.</p>

<p>the induction side as there was no official induction process which would've helped the process.</p> <p><b>6.13.</b> MN said sitting down with some teams, the MD and other Sabbatical Officers would have helped to understand the Union structure. AS stated that ICU does not have a formal induction process for its staff members.</p> <p><b>6.14.</b> JC said it would be helpful for future years for ICU to create a document that includes extra information with Union information, contact details etc. as the existing information on the website does not elaborate on these details.</p> <p><b>6.15.</b> HT suggested it would be valuable to re-work the training section of the website to ensure that if the handover document is not successful, students can fall back on the website training. AS agreed, saying that the website covers training but does not cover induction and at the moment, induction is what the Union seems to be struggling with.</p> <p><b>6.16.</b> AA said that induction is difficult as there are no real documents to point people towards beside word of mouth but there are no real hard documents that are consistently updated.</p> <p><b>Union Decision Making</b></p> <p><b>6.17.</b> AS noted that he would like to add that there is likely to be a project around handovers over Summer and the CU Presidents should have input over things that impact them.</p> <p><b>6.18.</b> MN added that knowing where decisions are being made and who they are being made by is helpful. Knowing who is making a decision enables students to be a part of these discussions.</p> <p><b>6.19.</b> MN explained that there is no ICSMSU Representation on the Services and Sustainability Board and having oversight of the agendas and minutes on the website would be helpful in knowing what discussions are happening and how it may impact Medic students.</p> <p><b>Engagement</b></p> <p><b>6.20.</b> AA expressed that as many events have not been able to take place due to the pandemic there is a loss of consciousness when it comes to student engagement as many of the students will not understand the CU traditions or why CU's hold certain popular events.</p> <p><b>6.21.</b> AP agreed but said if it is something that is meaningful enough, there should not be a reason why it cannot comeback and remain popular among students and it has been a good reflection moment for CU's to consider what is useful for students.</p> <p><b>6.22.</b> NM noted that this year has been good to reflect and know what types of traditions ICSM students' value, so they are in a position to potentially revamp and adapt to make the student experience better.</p>	<p>AS to speak with TN regarding integrating OT and CU training.</p>
<p><b>7. Values Workshop</b></p> <p><b>7.1.</b> AS explained that the Union is currently undergoing a strategic plan review and as part of this, key student volunteers and stakeholders will be involved in the process of what the values of the organisation should be going forwards.</p> <p><b>7.2.</b> SL highlighted that this strategic plan will be in place for the next two years and this is a pivotal turning point for the Union and a lot of progress and change will be involved.</p> <p><b>7.3.</b> SL added that it is key for the Union to have input from everyone to help shape the values. SL subsequently went through slides explaining what values are and what the current organisational values of the Union are.</p>	
<p><b>Any Other Business</b> None</p>	