# Executive Meeting Minutes

## Date: 16th February 2021 Time: 2pm

## Location: Online

Members: Diversity Officer, Ellis Muirhead (EM), Student Communities Officer, President, Alpha Jallow (AJ), Vice-President, Alice Young (AY)

In Attendance: Representation and Advocacy Coordinator, Cassie O’Boyle (COB)

Apologies: Deputy Director, Andy Barnett (AB), Esther Clissett (EC), Guild Director, Sarah Kerton (SK)

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| Item | Title |
| 1 | AJ introduced the meeting. Apologies were received from EC and SK. |
| 2 | No conflicts of interest were declared. |
| 3 | The minutes of the previous meeting were approved. |
| 4 | There were no actions on the action log to update. |
| 5 | AY updated that she was working on the HE inductions and Education Forum feedback.  AJ updated that he was supporting students one-to-one with appeals and disciplinaries. He is also supporting students from the engagement tracker that he has had feedback from.  AJ & AY updated that they attended academic board and, in the meeting, they had confirmation that the University were still looking into a space for the Guild and were following up regarding gender neutral toilets.  EM noted he had been working on the student engagement tracker and getting back to students with feedback. |
| 6 | COB asked the executive to reach out to students regarding the elections. COB suggested that they could reach out specifically to students on the health and social care courses or food & hospitality.  AJ asked about the dates and if there was an opportunity for students to submit after the deadline (for example, those who enrolled later in the year). Unfortunately, this is not possible, but we could look at the dates for next year to ensure this is as inclusive as possible.  COB also confirmed that candidates should not campaign until 15th March unless they have been notified otherwise. |
| 7 | Each attendee shared the wins from their week. |
| 8 | AY noted that she had circulate the UCB succeeds document and wanted to confirm if everyone approves this document. All Officers agreed to read over this and approve this.  AY raised the need for a way for students to be supported in finding what they want from the University when they provide feedback. COB agreed to meet to discuss this further with Alice.  COB noted that the last exec before elections was next Tuesday. |