

Student Council

Tuesday 26 October 2021 6.00pm via Zoom

Agenda and Papers

1. Welcome and Apologies

2. Chair's Introduction

3. Election of Deputy Chair

Student Council needs to elect a Member to serve as Deputy Chair:

4.2 An election for Student Council Deputy Chair shall be held as the first item of business at the first meeting of the academic year.

4.2.1 The Student Council Deputy Chair shall undertake the duties and responsibilities assigned to the Student Council Chair in the Bye Laws in the absence of the Student Council Chair.

3. Terms of reference of Student Council and its Sub Committees (appended at end)

Student Council needs to note and ratify the Terms of Reference of Student Council and its Sub Committees:

1. Student Council
2. Club Sport
3. Communities Board
4. Education Board
5. HSS Faculty Board
6. Postgraduate Board
7. S&E Faculty Board
8. Scrutiny Panel
9. Societies Board
10. Student Media Board
11. Student Media Finance and Affiliations Panel
12. Volunteering Board
13. Welfare Board






4. Membership of the Appointments Committee

Student Council needs to elect two members to serve on the Union's Appointments Committee, responsible for appointing new External Trustees to the Board of Trustees. *(Appointments Committee Terms of Reference appended at end)*

5. Minutes of Previous Meeting (appended at end)

Student Council are asked to approve the minutes of the last meeting of Student Council held on 14 June 2021.

6. Minutes from Sub-Committees *(use your QMUL log-in to view links)*

1. Student Council
2. Club Sport
3. Communities Board 30 September:  [1\) 30.9.21 Communities Board minutes.docx](#)
4. Education Board 5 October:  [Minutes Education Board 5 Oct \(approved\) \(2\).docx](#)
5. HSS Faculty Board
6. Postgraduate Board
7. S&E Faculty Board
8. Scrutiny Panel
9. Societies Board 14 September:  [Societies Board Minutes 14.09.21.docx](#)
10. Student Media Board
11. Student Media Finance and Affiliations Panel
12. Sustainability Board 7 October:  [Minutes Sustainability Board 07.10.2021 \(Approved\).docx](#)
13. Volunteering Board
14. Welfare Board 21 October:  [Minutes - Welfare Board - 21-10-21.docx](#)

7. Report from the Scrutiny Panel and Executive Officer Updates *(appended at end)*

The October meeting of the Scrutiny Panel was cancelled as it was agreed to recruit the student members from amongst Course Reps and Principal Officers from student groups - the Course Rep elections were only concluded on 14 October, and therefore it was not possible to recruit the members in time for the scheduled meeting. Council Members were asked to submit brief reports which would have gone to the Scrutiny Panel in time for this meeting. Executive Officer reports will be replaced with the President's Report that was submitted to QMUL Council for their meeting on 7 October 2021.

The Scrutiny Panel also requires a pool of volunteers from Student Council, from which four members will be drawn for each meeting of the Panel – volunteers are required!

8. Bye-Law Changes

a). Amendment to Bye-Law 5: Barts and The London Students Association

This amendment to be taken after the amendment to the Part-time Officers Bye-Law as elements of this amendment require the passing of that one

Proposed by: Robert Tucker (VP Barts and The London)

Seconded by: Varvara Evgeniou (Vice-President London)

Add:

8. BLSA Malta Board

8.1 Students studying in the Barts and The London School of Medicine and Dentistry in Malta, are (unless they have opted out) already automatically members of both QMSU and its BLSA division.

8.2 Students studying in the Barts and The London School of Medicine and Dentistry in Malta shall be represented locally by 'BLSA Malta' which is part of the The Barts and The London Students' Association (BLSA) and is governed by the BLSA Bye-Law.

8.3 There shall be a BLSA Malta Board, which is a sub-committee of the BLSA Board.

8.4 Membership of the BLSA Malta Board shall be as follows:

- BLSA Malta Co-President (Activities)
- BLSA Malta Co-President (Education)
- Entertainments Officer (Malta) - 2 positions (not a job share)
- Secretary (Malta)
- Sports Officer (Malta)
- Societies Officer (Malta)
- Welfare Officer (Malta)

The BLSA President shall be an ex-officio member of the BLSA Malta Board (although not counting towards the quorum for Board meetings) and may attend any BLSA Malta Board meeting.

8.5 The positions of:

- Entertainments Officer (Malta) - 2 positions
- Secretary (Malta)
- Sports Officer (Malta)
- Societies Officer (Malta)
- Welfare Officer (Malta)

are created by the BLSA Board, who may agree to create further such positions if requested by the BLSA Malta Board. These positions are responsible to the BLSA Malta Board and shall not be considered as 'non-representative positions' under the Part-time Officers Bye-Law, and therefore shall not be members of the BLSA Board. These positions shall be elected from and by students studying in the Barts and The London School of Medicine and Dentistry in Malta, in elections organised by QMSU and governed under the Elections Bye-Law.

8.6 The positions of:

- BLSA Malta Co-President (Activities)
- BLSA Malta Co-President (Education)

fall under the Part-time Officers Bye-Law and as such are members of both the BLSA Board and Student Council. These positions shall be elected from and by students studying in the

Barts and The London School of Medicine and Dentistry in Malta, in elections organised by QMSU and governed under the Elections Bye-Law.

8.7 BLSA Malta Board members shall work with relevant members of the main BLSA Board on areas of common interest.

8.8 The work of the BLSA Malta Board shall be governed by Terms of Reference which are subject to the approval of the BLSA Board. The BLSA Board shall review those Terms of Reference annually. Any amendments to the BLSA Malta Board Terms of reference must also be approved by the BLSA Board.

8.9 As The BLSA Board Malta is a sub-committee of the BLSA Board, any of its decisions may be over-ruled by a vote of the BLSA Board .

b). Amendments to Bye-Law 8: the Part-time Officers

Proposed by: Robert Tucker (VP Barts and The London)

Seconded by: Varvara Evgeniou (Vice-President London)

This amendment to be taken before the amendment to the BLSA Bye-Law as elements of that amendment require the passing of this one

Delete:

8.2 vii) The Gozo Representative who shall represent all students studying at the Medical School in Gozo, Malta;

Replace with:

8.2 vii) 'BLSA Malta Co-President (Education)' who, together with the BLSA Malta Co-President (Activities) shall represent all students studying at the Medical School in Gozo, Malta;

Add:

8.2 viii) BLSA Malta Co-President (Activities) who, together with the BLSA Malta Co-President (Education) shall represent all students studying at the Medical School in Gozo, Malta;

ReNUMBER all following sub-paragraphs in 8.2 accordingly.

c). Amendment to Bye-Law 8: Part-Time Officers

Proposed by: Bilge Kacmaz (VP Science and Engineering)

Seconded by: Adi Sawalha (President)

What do you want?

Change section 5.3 i) of Bye-Law 8:

- i) The School of Biological and ~~Chemical~~ **Behavioural** Sciences Representatives who shall represent all students in the School of Biological and ~~Chemical~~ **Behavioural** Sciences and be the Chair of the School Forum for Biological and ~~Chemical~~ **Behavioural** Sciences;

Change section 5.3 v) of Bye-Law 8:

- v) The School of ~~Physics and Astronomy~~ **Physical and Chemical Sciences** Representative who shall represent all students in the School of ~~Physics and Astronomy~~ **Physical and Chemical Sciences** and be the Chair of the School Forum for ~~Physics and Astronomy~~ **Physical and Chemical Sciences**;

Why do you want this?

As of 1 August 2021, a number of organisational changes have been made within the Faculty of Science and Engineering. This means that the School of Biological and Chemical Sciences has been renamed as the School of Biological and Behavioural Sciences, and the School of Physics and Astronomy has been renamed as the School of Physical and Chemical Sciences. To ensure students are represented within the Students' Union, it is therefore necessary to change the School Rep roles to reflect the new schools within Science and Engineering.

What impact will this have?

Students in the affected schools will continue to have a School Rep that represents their interests.

9. Motions

None received by deadline for meeting.

10. Policy Renewal

Policy Renewal

- 8.1 *Policy passed more than two academic years earlier shall be presented to Student Council with a recommendation from the Executive Committee to renew, embed or lapse.*
- 8.2 *Any policy that is renewed will be debated again after 2 years.*
- 8.3 *Any policy that is embedded will be considered permanent policy until Student Council brings it back for debate to retain or lapse.*
- 8.4 *Recommendations shall require the approval of a simple-majority of Student Council to be passed and should be done in 1 vote for all policies at the same time.*
 - 8.4.1 *Student Councillors should make clear to the Chair any individual recommendations they would like to be debated separately, the Chair shall bring these forward for debate before being voted on. The rest of the*

recommendations shall then be voted on in 1 vote.

- 8.5 *A Union member may, at any time, bring policy that is considered to be out of date to the attention of Student Council to be debated.*
- 8.6 *Policies which exceed the 2-year limit for any reason shall be brought forward for debate at the next meeting of Student Council.*

The following policies are now due for review and may be lapsed, renewed or embedded:

Policy	Recommendation
QMSU should support UCU during the Strikes	Lapse, superseded by a policy passed in February 2020
QMSU should lobby the University to implement a Housing Guarantor Scheme	Lapse, has now been achieved
QMSU should change references of BME to BAME	Embed
Technology of Q-Review requires updating	Renew, work still ongoing

QMSU should publicly acknowledge its own issues of institutional racism alongside lobbying for the University to do the same	Renew, work still ongoing
QMSU should lobby the university to mandate compulsory Consent and Bystander intervention workshops for first years	Renew, work still ongoing
QMSU should lobby the university to provide subtitling on Qreview videos	Renew, work still ongoing
QMSU should declare a climate emergency, and lobby the University to do the same	Renew, work still ongoing
Toilets should have specialist/new bins	Lapse, policy was paused by Board of Trustees for financial reasons
QMSU should pay student staff for compulsory training	Embed
QMSU should impose a ban on songs that stigmatise, glamorise or minimise mental illnesses	Embed
Amendment 1: Disabilities & SLD: Setting a Higher Standard	Lapse (this is an amendment, and the full amended policy has been embedded)

QMSU should lobby university management to protect grade results during the strike	Lapse
QMSU should amend Policy 7.6: The Union should provide the same perks and training for student council members for Non-Representative positions on the BLSA Board	Lapse (this is an amendment that has been made)
The Smaller Female Toilets in Drapers Be Converted Into Gender Neutral Facilities	Lapse, this has now been achieved
Should QMSU Lobby QMUL to install sanitary bins in all male toilets around campus for the Transgender Community?	Renew, work still ongoing
All Toilets in QMSU Buildings to have provisions for both purchasing individual sanitary products and disposal of sanitary products	Renew, work still ongoing
QMSU should lobby the university to improve the accessibility of affordable student housing	Renew, work still ongoing
QMSU should lobby the University to ensure no teaching from 1-2pm on Fridays	Lapse, this is a duplicate policy (we already have a similar policy in place)
QMSU should lobby the University to establish an Advanced Manufacturing Training Course for the Science and Engineering Students	Renew, work still ongoing
Oppose Prevent and support groups that campaign against it	Renew, work still ongoing
Provide training and perks to BL non-reps	Embed
Rites of Passage Should be Held in St Pauls Cathedral Again this year	Embed
QMSU should provide the perks student council members receive and specific trustee training for QMSU student trustees	Paused until the policy has been reviewed by BoT

9. AOB

Annual Members Meeting - Tuesday 23 November 2021

Council Members are asked to note that the date of the Annual Members Meeting has been changed to Tuesday 23 November 2021 and will replace the Student Council meeting previously scheduled for that day - all Council members should attend the AMM. The next meeting of Student Council will therefore be Tuesday 1 February 2022.

The Scrutiny Panel meeting scheduled for 15 November 2021 will go ahead as planned, and the Executive Officers and Council members should submit reports for that meeting by Wednesday 10 November 2021.

Terms of Reference for Student Council

Last updated and approved [insert date]

Student Council Terms of Reference 2020-21

Introduction

As 2020-21 is the first year in which the Student Council will be operating under its new Byelaw, and given that it is likely the constraints imposed by Coronavirus will restrict its operation to on-line, it is felt that it would be useful to agree some Terms of Reference to aid its smooth operation.

Additionally, the Union has passed policy that meetings of the Student Council should be live streamed. This lends itself well to holding it on-line, but it would be helpful to set out how Union Members will be able to participate in proceedings. Many of the provisions of the Byelaw include 'discretion of the Chair' and so these Terms of Reference also set out some broad principals as to how the Chair generally intends to use that discretion.

There are also a couple of minor amendments required to the Byelaw due either to drafting errors or an incompatibility with the Union's Articles of Association. These are highlighted within these Terms of Reference and will be brought to Student Council for approval.

Terms of Reference

A. Minutes from Subcommittees

1. For minutes from the Board of Trustees or Student Council Subcommittees to be included on the Student Council agenda, the Subcommittee must have met more than 10 days before the relevant Student Council meeting and the minutes must be submitted by the deadline for Council papers (which must be published 9 working days before the meeting).
2. For the sake of brevity, all minutes will be taken as read; Members are free to ask questions on points of interest.
3. Any policies passed by Subcommittees will be listed separately for information, and will be shown under motions to be debated by Student Council if they fall outside of the remit of the Subcommittee concerned.
4. Policies passed by Subcommittees which meet after the 10-day deadline must be submitted separately to the Clerk of Student Council so that they can be noted, and considered by Student Council if necessary.

B. Student Council Papers

1. **Paragraph 6.2** of the Student Council Byelaw requires that 'the Papers for Student Council shall be emailed to all Union Members at a minimum of 9 working days before Student Council meets.' This will be done either by an all-student email containing a link to the papers on the Union's website, or by a link in the 'Your Union' student email.
2. **Paragraph 6.3** of the Student Council Byelaw requires that: '*Minutes of Student Council Meetings and its sub-committees will be published to all members.*' This will be done by publishing them on the Union's website.
3. **Paragraph 6.4** of the Student Council Byelaw requires that: '*Policies and Actions passed in Student Council Meetings and its sub-committees will be published to all members.*' This will be done by publishing them on the Union's website.

C. The Discretion of the Chair

1. All references to 'the discretion of the Chair' are qualified by the right to challenge the Chair's ruling as set out in **paragraphs 4.4 and 4.4.1** of the Student Council Byelaw: **4.4** *The Chair shall be impartial and, subject only to a challenge, the Chair's ruling shall be final.* **4.4.1** *A challenge to the Chair shall be heard immediately and include a debate chaired by the Deputy Chair that will last for no more than 5 minutes. A decision will be made by a vote cast by all present Student Councillors.*

D. Votes of Commendation, Censure & No Confidence

1. In the following section, the terms 'Sabbatical Officer' 'Sabbatical Trustee' and 'Executive Officer' all refer to the Union's 'major office holders' which are the President and the five Vice Presidents. The terms reflect their differing roles as Elected Student Representatives, Trustees and members of the Union's Executive Committee (which is a Subcommittee of the Board of Trustees). For reference, Executive Officers are not Members of Student Council and do not have voting rights.
2. **Paragraph 8.5** of the Student Council Byelaw states: '*Any Member of the Union or Trustee can submit a recommendation of Commendation, Censure or No Confidence outside of the Scrutiny Panel recommendations and these should be submitted to the Chair as an agenda item, see Section 7 of this Bye-Law.*' The reference to 'Any Trustee' is in contradiction to the Union's articles of Association, as this would allow any Member of the Board of Trustees to propose a motion of 'no confidence' in an Elected Student Representative, or a Sabbatical Officer. Student Council are responsible for the approval of the appointment of Lay Trustees and can remove them through a vote of 'no confidence' passed by a two-thirds majority, triggered by a secure petition triggered by at least four members. Union Members elect Student Representatives and Sabbatical Officers and only they can vote for their removal.
3. To allow a Lay Trustee to propose a vote of 'no confidence' at Student Council would effectively reverse the intended power structure, or create a circular one. Therefore, this reference is invalidated as it is inconsistent with the Unions Articles of Association (**Article 58.1**). The exceptions to this would be if a Student Trustee, in their capacity as a Member of the Union, or

a Sabbatical Trustee, in their capacity as a Member of the Union, wished to propose a vote of 'no confidence'.

4. An amendment to the Student Council Byelaw will be submitted to change the wording of **Paragraph 8.5** to read: '*Any Member of the Union including Student and Sabbatical Trustees can submit a recommendation of Commendation, Censure or No Confidence outside of the Scrutiny Panel recommendations and these should be submitted to the Chair as an agenda item, see Section 7 of this Bye-Law.*'

E. Counting of Votes

1. **Paragraph 13.6** of the Student Council Byelaw states: '*The Chair shall determine whether a clear simple majority or two-thirds majority has been achieved on sight.*' This does not make any provision for either the Chair themselves, or for Members, to call a count when the result is unclear. This appears to be an omission from the previous version of the Byelaw. In the short-term the Chair intends to reserve the right to call for a count and to allow Members to call for a count, if felt reasonable to do so (i.e. not as a time-waster when the result is clear for all to see).
2. An amendment to the Student Council Byelaw will be submitted to formalise the above.

F. Subcommittees of Student Council

1. **Paragraph 14.4** of the Student Council Byelaw states: '*Sub-Committees have the power to pass policy that covers the area of work that they do. If policy is brought forward at a sub-committee meeting that affects more than one sub-committee it shall be brought to Student Council instead. The responsibility for ensuring this happens is on the Executive Officer in attendance.*'
2. In circumstances where there is no Executive Officer present, there is no provision as to how Student Council will become aware of such policies. Therefore, attention is also drawn to **paragraph 14.6** which states: '*Student Council has the power to overturn policy from sub-committees by bringing policy from sub-committees forward to Student Council for debate and to vote on.*'
3. The Chair of Student Council, together with the Clerk to Student Council, will review the minutes of Subcommittees and any separate notifications of policies passed, and will include any policies which appear to fall under the provision of **paragraph 14.4** on the next Student Council agenda as may be required.

G. Conduct of on-line Student Council Meetings

1. Meetings will be held via Zoom, whilst being live-streamed to a wider audience.
2. Meetings will be recorded for the purpose of minute taking and will also be available to view online after the meeting.
3. A link to the meeting will be sent to all Members in advance of the meeting, together with the meeting password that will need to be entered when logging in.
4. Members will be directed to the 'waiting room' when joining the meeting and will be admitted by the Chair or Secretary.

5. Members can attract the attention of the Chair by using the 'raise hand feature' when they wish to speak.
6. The 'chat' feature will be disabled to avoid the distraction of conversations outside of the mainstream of debate.
7. Voting will be conducted through the inbuilt polling system that will be set to record votes – this means that the requirement for Members to complete an individual voting record (as set out in the Student Council Byelaw) will be suspended, as the record will be generated automatically.

H. Streaming of Student Council Meetings

1. Meetings will be held via Zoom and will be live-streamed.
2. All Members of the Students' Union will be provided with instructions on how to access the meeting.
3. The Union will explore how best to enable Members to take part in debate during the meeting and will communicate this to Members in advance of the meeting.
4. Members of the Union who are proposers of a specific motion will be given separate instructions as to how this will be facilitated.

Terms of Reference for Club Sport Board

Last updated and approved [March 2020]

Definitions

- Student Council – the Student body elected by and from Students constituted in accordance with the Articles of Association and the Bye-Laws of the Students' Union
- Student Group - Any student led Group affiliated to The Students' Union.
- Club – An individual sports club affiliated to the Students' Union
- The Sports Officer (ME) - Represents all students involved in Union affiliated sports and study in either the Faculty of Humanities and Social Sciences or the Faculty of Science and Engineering. They will also help to resolve issues faced by sports clubs based in Mile End
- The Sports Officer (BL) - Represents all students involved in Union affiliated sports and study at the Barts and The London School of Medicine and Dentistry. They will also help to resolve issues faced by sports clubs in BLSA

Purpose of the Club Sport Board

The Club Sport Board is an elected board of students from the Students' Union sports clubs to develop and help steer the management of clubs. It represents Sports Clubs that are affiliated to the Students' Union and helps manage affiliations and funding for these clubs.

Membership

Membership for the Board will be elected in Term 2 or 3 of the previous academic year [insert procedure for this]. The Co-Chairs will be the Sports Officers from Student Council.

- Szymon Butryn – The Sports Officer (Mile End) – Co-Chair
- Liam Nicholson – The Sports Officer (BL) – Co-Chair
- [Insert name of Member] – Mile End Club Sport Member
- [Insert name of Member] – Mile End Club Sport Member
- [Insert name of Member] – Mile End Club Sport Member
- [Insert name of Member] – Mile End Club Sport Member
- [Insert name of Member] – Barts and The London Club Sport Member
- [Insert name of Member] – Barts and The London Club Sport Member
- [Insert name of Member] – Barts and The London Club Sport Member
- [Insert name of Member] – Barts and The London Club Sport Member

In Attendance

- Amelia Bramley – Sports Administrator - Secretary
- Adam Barr – Student Sport Experience Coordinator
- Shamima Akter – Students' Union President

- Additional Students' Union or College Staff, Students' Union Officers, or Group members may be invited by the Chair to attend for those items where business is relevant to their responsibilities to be discussed.

Responsibilities

- This subcommittee is bound by the Articles of Association of Queen Mary Students' Unions and it's Bye-Laws there under
- Club Sport Board is a sub-committee of, and is accountable to, Student Council, and it's Terms of References are set by Student Council
- This subcommittee will also report to the Students' Union Development Group
- Its responsibilities include those listed under Bye-Law 4 – Student Council and Bye-Law 11 – Student Groups
- To discuss issues affecting students represented by this subcommittee
- To pass policy relevant to the areas of the Students' Union the subcommittee represents, it is the responsibility of the Executive Officer present to identify any policies which need to go to Student Council instead
- To make any recommendation for Bye-Law changes to Student Council
- To review and affiliate new Student Groups represented by this sub-committee
- To review applications for grants and reward money within a defined budget allocated to this sub-committee
- To ensure appropriate methods are in place to provide award and recognition to students involved in the club sport activity represented by this sub-committee
- To review Student Groups represented by this sub-committee that have been disaffiliated or had their support suspended in accordance with the bye-laws
- To develop the strategy of the Students' Union for club sport activity represented by this sub-committee
- To report/resolve any common issues or concerns raised by Students' Union club sports members with support from the Appropriate Staff Member
- Any complaints should be resolved as per Bye-Law 11 – Student Groups and escalated to the President appropriately as per Bye Law 13 – Complaints Procedure

Meetings

- Quoracy is no less than 1/3rd of members in line with the Bye-Laws for Student Council
- Meetings shall take place at least 1 week before Student Council not including those taking place in term 3
- The agenda for the meeting shall be circulated at least 1 week in advance with any member being able to add agenda items at the Chair's discretion
- The secretary shall take notes of the meetings and send the ratified formal minutes to the next student council to note
- Ratified notes shall be uploaded to the Students' Union website no later than a week after ratification
- Any person not listed above may attend a meeting at the invitation of the Chair

Draft Terms of Reference - V1 to be approved at first Student Council 2020-21

- Any persons in attendance will not be able to vote on any matter and this power will be reserved for members only

Draft

Terms of Reference for Communities Board

Last updated and approved [insert date]

Definitions

- **Liberation** – We recognise that forms of structural oppression marginalise certain groups of students, resulting in social and economic inequality, discrimination, harassment and violence. For this reason, we elect nine self-defining liberation representatives who lead on issues affecting women, LGBT+, BAME, disabled and trans students.

Purpose of the Communities Board

The purpose of Communities Board is to discuss issues relating to liberation, international students and postgraduates and, where appropriate, propose motions and policy changes to Student Council. Communities Board will also play a role in supporting and having oversight over current and future liberation campaigns.

Membership

The membership of Communities Board will be composed of the Liberation Reps for each campus, the International Reps, the Postgraduate Reps and the Vice President Communities. The Chair will be the Vice President Communities.

- Vice President Communities – Chair
- Trans Rep
- LGBT+ Rep (Mile End)
- LGBT+ Rep (BL)
- Women's Rep (Mile End)
- Women's Rep (BL)
- BAME Rep (Mile End)
- BAME Rep (BL)
- Disability and SLD Rep (Mile End)
- Disability and SLD Rep (BL)
- International Rep (BL)
- International Rep (HSS)
- International Rep (S&E)
- Postgraduate Research Rep (BL)
- Postgraduate Research Rep (HSS)
- Postgraduate Research Rep (S&E)
- Postgraduate Taught Rep (BL)
- Postgraduate Taught Rep (HSS)
- Postgraduate Taught Rep (S&E)

In Attendance

- Welfare Coordinator – Secretary

Responsibilities

- This subcommittee is bound by the Articles of Association of Queen Mary Students' Union and its Bye-Laws thereunder
- Communities Board is a subcommittee of, and is accountable to, Student Council and its Terms of Reference are set by Student Council
- Its responsibilities include those listed under Bye-Law 7 – Student Council
- To discuss issues affecting students who identify into one or more liberation groups and to develop the strategy of the Students' Union on liberation issues
- To discuss issues affecting international students and postgraduates and to develop the strategy of the Students' Union on issues relating to international students and postgraduates
- To pass policy relevant to the area of the Union the subcommittee represents, it is the responsibility of the Executive Officer present to identify any policies which need to go to Student Council instead
- To make any recommendations for Bye-Law changes to Student Council
- To report and resolve any common issues or concerns raised by students
- To escalate any informal complaints not resolved by the subcommittee to the President and any formal complaints to be sent to the President directly as per Bye-Law 21 – Complaints Procedure

Meetings

- Meetings of Communities Board will take place quarterly, with two meetings in semester 1 and two meetings in semester 2
- Quoracy is no less than 1/3rd of members in line with the Bye-Laws for Student Council
- Meetings shall take place at least 1 week before Student Council not including those taking place in term 3
- The agenda for the meeting shall be circulated at least 1 week in advance with any member being able to add agenda items at the Chair's discretion
- The secretary shall take notes of the meetings and send the ratified formal minutes to the next Student Council to note
- Ratified notes shall be uploaded to the QMSU website no later than a week after ratification
- Any person not listed above may attend a meeting at the invitation of the Chair
- Any persons in attendance will not be able to vote on any matter and this power will be reserved for members only

Terms of Reference for the Humanities & Social Sciences Board

Last updated and approved 09/03/2020

Definitions

- Humanities & Social Sciences – A Faculty of Queen Mary University of London covering the Humanities & Social Science (HSS) subjects taught at QMUL
- Student Council – the Student body elected by and from Students constituted in accordance with the Articles of Association and the Bye-Laws of the Students' Union

Purpose of the Board

The HSS Board is a meeting of the members of Student Council whose roles cover HSS students. The purpose of the board is to discuss issues faced by HSS students and their student experience and to work towards resolving these.

Membership

Membership for the Group will be drawn from those members of Student Council whose roles involve HSS students. The Chair shall be the Vice President Humanities & Social Sciences

- Cameron Storey – Vice President Humanities & Social Sciences – Chair
- Naveena Dhera – Business & Management Representative
- Daniaal Amin – Economics & Finance Representative
- Jessica Galloway – English & Drama Representative
- Matthew Ferguson – Law Representative
- Nevroz Fehimli – Geography Representative
- Anisa Taznim – History Representative
- [Insert Name] – Politics & international Relations Representative
- Olivia Walton – Language, Linguistics & Film Representative
- Egemen Koken – Postgraduate Taught Representative HSS
- [Insert Name] – Postgraduate Research Representative HSS
- Ghena G Aswad – Welfare Representative HSS
- Emujin Davaadorj – International Representative HSS

In Attendance

- [Insert name of Secretary from Union Staff] – [Insert Position] – Secretary

Responsibilities

- This subcommittee is bound by the Articles of Association of Queen Mary Students' Unions and it's Bye-Laws there under

Draft Terms of Reference - V1 to be approved at first Student Council 2020-21

- The HSS Board is a sub-committee of, and is accountable to, Student Council, and its Terms of References are set by Student Council
- Its responsibilities include those listed under Bye-Law 4 – Student Council
- To discuss issues affecting students represented by this subcommittee
- To pass policy relevant to the area of the Union the subcommittee represents, it is the responsibility of the Chair to identify any policies which need to go to Student Council instead
- To lobby the University to resolve any issues concerning the HSS Student experience at the University
- To make any recommendation for Bye-Law changes to Student Council
- To feedback and help develop the strategy of the Union
- To report/resolve any common issues or concerns raised by students
- To escalate any informal complaints not resolved by the subcommittee to Student Council and any formal complaints to be sent to the Deputy Chair of the Board of Trustees directly as per Bye-Law 21 – Complaints Procedure

Meetings

- Quoracy is no less than 1/3rd of members in line with the Bye-Laws for Student Council
- Meetings shall take place at least 1 week before student council not including those taking place in term 3
- The agenda for the meeting shall be circulated at least 1 week in advance with any member being able to add agenda items at the Chair's discretion
- The secretary shall take notes of the meetings and send the ratified formal minutes to the next student council to note
- Ratified notes shall be uploaded to the Students' Union website no later than a week after ratification
- Any person not listed above may attend a meeting at the invitation of the Chair
- Any persons in attendance will not be able to vote on any matter and this power will be reserved for members only

Terms of Reference for the International Board

Last updated and approved 09/03/2020

Definitions

- International Students – Any student not considered to be a Home student as defined by the Home Office of the UK
- Student Council – the Student body elected by and from Students constituted in accordance with the Articles of Association and the Bye-Laws of the Students' Union

Purpose of the Board

The International Board is a meeting of the members of Student Council and the Executive Committee whose roles cover international students. The purpose of the board is to discuss issues faced by international students and their student experience and to work towards resolving these.

Membership

Membership for the Group will be drawn from those members of Student Council and the Executive Committee whose roles involve international students. The Chair shall be the Vice President Communities

- Tiana Dinard-Samuel – Vice President Communities – Chair
- Mat Robathan – Vice President Barts and The London
- Cameron Storey – Vice President Humanities & Social Sciences
- Aphrodite Liddington – Vice President Science & Engineering
- Emujin Davaadorj – International Representative HSS
- Stephanie Tang – International Representative S&E
- Francis Elechi – International Representative BL

In Attendance

- [Insert name of Secretary from Union Staff] – [Insert Position] – Secretary

Responsibilities

- This subcommittee is bound by the Articles of Association of Queen Mary Students' Unions and it's Bye-Laws there under
- The International Board is a sub-committee of, and is accountable to, Student Council, and its Terms of References are set by Student Council
- Its responsibilities include those listed under Bye-Law 4 – Student Council
- To discuss issues affecting students represented by this subcommittee
- To pass policy relevant to the area of the Union the subcommittee represents, it is the responsibility of the Chair to identify any policies which need to go to Student Council instead

Draft Terms of Reference - V1 to be approved at first Student Council 2020-21

- To lobby the University to resolve any issues concerning the International Student experience at the University
- To make any recommendation for Bye-Law changes to Student Council
- To feedback and help develop the strategy of the Union
- To report/resolve any common issues or concerns raised by students
- To escalate any informal complaints not resolved by the subcommittee to Student Council and any formal complaints to be sent to the Deputy Chair of the Board of Trustees directly as per Bye-Law 21 – Complaints Procedure

Meetings

- Quoracy is no less than 1/3rd of members in line with the Bye-Laws for Student Council
- Meetings shall take place at least 1 week before student council not including those taking place in term 3
- The agenda for the meeting shall be circulated at least 1 week in advance with any member being able to add agenda items at the Chair's discretion
- The secretary shall take notes of the meetings and send the ratified formal minutes to the next student council to note
- Ratified notes shall be uploaded to the Students' Union website no later than a week after ratification
- Any person not listed above may attend a meeting at the invitation of the Chair
- Any persons in attendance will not be able to vote on any matter and this power will be reserved for members only

Terms of Reference for the Postgraduate Board

Last updated and approved 09/03/2020

Definitions

- Postgraduate Students – Any student that is on a Postgraduate Taught or Postgraduate Research course
- PGT – Postgraduate Taught
- PGR – Postgraduate Research
- Student Council – the Student body elected by and from Students constituted in accordance with the Articles of Association and the Bye-Laws of the Students' Union

Purpose of the Board

The Postgraduate Board is a meeting of the members of Student Council whose roles cover postgraduate students. The purpose of the board is to discuss issues faced by postgraduate students and their student experience and to work towards resolving these.

Membership

Membership for the Group will be drawn from those members of Student Council whose roles involve postgraduate students. The Chair shall be the Vice President Communities

- Tiana Dinard-Samuel – Vice President Communities – Chair
- [Insert name] – Postgraduate Research Representative HSS
- Egemen Koken – Postgraduate Taught Representative HSS
- Muhammad Sami Siddiqui – Postgraduate Research Representative S&E
- [Insert name] – Postgraduate Taught Representative S&E
- Nazia Uddin – Postgraduate Research Representative BL
- [Insert name] – Postgraduate Taught Representative BL

In Attendance

- [Insert name of Secretary from Union Staff] – [Insert Position] – Secretary

Responsibilities

- This subcommittee is bound by the Articles of Association of Queen Mary Students' Unions and it's Bye-Laws there under
- The Postgraduate Board is a sub-committee of, and is accountable to, Student Council, and its Terms of References are set by Student Council
- Its responsibilities include those listed under Bye-Law 4 – Student Council
- To discuss issues affecting students represented by this subcommittee

Draft Terms of Reference - V1 to be approved at first Student Council 2020-21

- To pass policy relevant to the area of the Union the subcommittee represents, it is the responsibility of the Chair to identify any policies which need to go to Student Council instead
- To lobby the University to resolve any issues concerning the PGT Student experience at the University
- To work with the Doctoral College Management Group to resolve any issues concerning the PGR Student experience at the University
- To make any recommendation for Bye-Law changes to Student Council
- To feedback and help develop the strategy of the Union
- To report/resolve any common issues or concerns raised by students
- To escalate any informal complaints not resolved by the subcommittee to Student Council and any formal complaints to be sent to the Deputy Chair of the Board of Trustees directly as per Bye-Law 21 – Complaints Procedure

Meetings

- Quoracy is no less than 1/3rd of members in line with the Bye-Laws for Student Council
- Meetings shall take place at least 1 week before student council not including those taking place in term 3
- The agenda for the meeting shall be circulated at least 1 week in advance with any member being able to add agenda items at the Chair's discretion
- The secretary shall take notes of the meetings and send the ratified formal minutes to the next student council to note
- Ratified notes shall be uploaded to the Students' Union website no later than a week after ratification
- Any person not listed above may attend a meeting at the invitation of the Chair
- Any persons in attendance will not be able to vote on any matter and this power will be reserved for members only

Terms of Reference for the Science & Engineering Board

Last updated and approved 09/03/2020

Definitions

- Science & Engineering – A Faculty of Queen Mary University of London covering the Science & Engineering (S&E) subjects taught at QMUL
- Student Council – the Student body elected by and from Students constituted in accordance with the Articles of Association and the Bye-Laws of the Students' Union

Purpose of the Board

The S&E Board is a meeting of the members of Student Council whose roles cover S&E students. The purpose of the board is to discuss issues faced by S&E students and their student experience and to work towards resolving these.

Membership

Membership for the Group will be drawn from those members of Student Council whose roles involve S&E students. The Chair shall be the Vice President Science & Engineering

- Aphrodite Liddington – Vice President Humanities & Social Sciences – Chair
- Ramesh Wilson – Biological & Chemical Sciences Representative
- Jivya Rajesh & Mughees Asif – Engineering & Material Science Representative
- Muhammad Abdulmuntaqim – Mathematical Science Representative
- Zuzanna Kocjan – Physics & Astronomy Representative
- Saba Sadek – Electronic Engineering & Computer Science Representative
- [Insert Name] – Postgraduate Taught Representative HSS
- Muhammad Sami Siddiqui – Postgraduate Research Representative HSS
- Fares Azhari – Welfare Representative HSS
- Stephanie Tang – International Representative HSS

In Attendance

- [Insert name of Secretary from Union Staff] – [Insert Position] – Secretary

Responsibilities

- This subcommittee is bound by the Articles of Association of Queen Mary Students' Unions and it's Bye-Laws there under
- The S&E Board is a sub-committee of, and is accountable to, Student Council, and its Terms of References are set by Student Council
- Its responsibilities include those listed under Bye-Law 4 – Student Council

Draft Terms of Reference - V1 to be approved at first Student Council 2020-21

- To discuss issues affecting students represented by this subcommittee
- To pass policy relevant to the area of the Union the subcommittee represents, it is the responsibility of the Chair to identify any policies which need to go to Student Council instead
- To lobby the University to resolve any issues concerning the S&E Student experience at the University
- To make any recommendation for Bye-Law changes to Student Council
- To feedback and help develop the strategy of the Union
- To report/resolve any common issues or concerns raised by students
- To escalate any informal complaints not resolved by the subcommittee to Student Council and any formal complaints to be sent to the Deputy Chair of the Board of Trustees directly as per Bye-Law 21 – Complaints Procedure

Meetings

- Quoracy is no less than 1/3rd of members in line with the Bye-Laws for Student Council
- Meetings shall take place at least 1 week before student council not including those taking place in term 3
- The agenda for the meeting shall be circulated at least 1 week in advance with any member being able to add agenda items at the Chair's discretion
- The secretary shall take notes of the meetings and send the ratified formal minutes to the next student council to note
- Ratified notes shall be uploaded to the Students' Union website no later than a week after ratification
- Any person not listed above may attend a meeting at the invitation of the Chair
- Any persons in attendance will not be able to vote on any matter and this power will be reserved for members only

Terms of Reference for Scrutiny Panel

Last updated and approved [insert date]

Scrutiny Panel Terms of Reference 2020-21

Introduction

As 2020-21 is the first year in which the Scrutiny Panel will be operating under its new Byelaw, and given that it is likely the constraints imposed by Coronavirus will restrict its operation to on-line, it is felt that it would be useful to agree some Terms of Reference to aid its smooth operation. Many of the provisions of the Byelaw include 'discretion of the Chair' and so these Terms of Reference also set out some broad principals as to how the Chair generally intends to use that discretion.

There are also a couple of minor amendments required to the Byelaw due to drafting errors and an incompatibility with the Union's Articles of Association. These are highlighted within these Terms of Reference and will be brought to the first meeting of Student Council for approval.

Terms of Reference

1. **Paragraph 1.1.1** states: *'The membership of the Panel shall change at every meeting and every member must be given notice of selection at least 10 working days before the meeting of the Panel.'* This will be achieved by setting the dates for the year and presenting them to the first meeting of Student Council for approval. In this way, anyone volunteering to serve on the Panel will be aware of the dates on which they may be required in advance.
2. Meetings will be scheduled for the end of the teaching day in order to make it easier for Panel members to attend.
3. **Paragraph 1.1.2** states *'The 3 Student Councillors will be drawn at random from the members of Student Council excluding the Executive Officers.'* This will be achieved by adopting a pool approach (as for student members). It is suggested that membership of the pool is set at 12, 50% of whom should self-define as women to facilitate fulfilment of the required quota system (as set out in **paragraph 1.1.4**). Training will be provided to members of this pool and only those who have attended that training will be eligible to serve on the Panel.
4. **Paragraph 1.1.3** states: *'The 4 members of the Student Body will be drawn at random from a pool of volunteers. Any student who is not a member of Student Council or the Board of Trustees can join the pool or leave the pool at any point in the academic year prior to the final Panel Meeting of that academic year.'* It is suggested that membership of the pool is set at 12, 50% of whom should self-define as women to facilitate fulfilment of the required quota system (as set out in **paragraph 1.1.4**). Training will be provided to members of this pool and only those who have attended that training will be eligible to serve on the Panel.

5. **Important Note:** This is the first year in which the Scrutiny Panel will be in operation. Due to the disruption caused by the Coronavirus situation, to make it possible to convene the Scrutiny Panel at an early stage (before the first meeting of Student Council) it is proposed that, for this year only, the volunteers from the Student Body will be drawn from students who have already shown engagement with the Union. Volunteers will be sought from committee members of student groups, continuing Course Reps and returning student staff. In future years it is suggested that volunteers from the Student Body be recruited before the end of the previous academic year - this will preclude first-year students from volunteering, but will facilitate training of volunteers before the beginning of the next academic year so that Executive and Part-time Officers can be properly held to account at an early stage in the academic year, before the first meeting of Student Council. An amendment to the Scrutiny Panel Byelaw to this effect will be taken to Student Council.
6. **Paragraph 1.1.4** states: *'At least 50% of the Student Councillors (including the Chair) and 50% of the Student Body members who form the panel must self-define as women.'* This will be achieved by adopting the same approach as for selecting NUS delegates - pools will be split between those who self-define as women and those who do not. As the 2020-21 Student Council Chair self-defines as a man, the first two Student Councillors will be drawn from at random from the pool who self-define as women. Those not selected from the pool of those who self-define as women will then be added to the pool of those who do not, and the remaining Student Councillor place will be drawn at random from that pool. The first two volunteers from the Student Body will be drawn at random from the pool who self-define as women. Those not selected from the pool of those who self-define as women will then be added to the pool of those who do not, and the remaining volunteers from the Student Body will be drawn at random from that pool.
7. **Paragraph 1.3.1** states: *'In the absence of the Chair, the Deputy Student Council Chair shall chair the Panel.'* As the Deputy Student Council Chair may not be present at the meeting, in cases where the Chair becomes unavailable at short notice, a Chair will be chosen by and from those present at the meeting.
8. **Paragraph 1.4** states: *'A member of staff allocated by the CEO shall attend to take minutes and provide a staff perspective if and when required by a Panel Member. They will not be able to make recommendations to Student Council or have a casting vote.'* The reference to a 'casting vote' would appear to be a drafting error and an amendment to the Scrutiny Panel Byelaw will be taken to Student Council to remove the word 'casting'. It is proposed that, to aid continuity between the work of the Scrutiny Panel and Student Council, the member of staff allocated by the CEO to support the Scrutiny Panel should normally be the same person acting as the Clerk to Student Council.
9. **Paragraph 2.3** states: *'For Executive Officers the panel will use the following information: i) A report written by the Student Councillor which must be at minimum half a page in length and a maximum length of 3 pages'.* This would appear to be a drafting error and an amendment to the Scrutiny Panel Byelaw will be taken to Student Council to change 'Student Councillor' to Executive Officer.
10. **Paragraph 2.3 iv)** states: *'A 5 minutes presentation by the Executive Officer to the Panel followed by a 10 minute Question and Answer session at the discretion of the Chair'.* For the sake of clarity, the Chair has stated that they will normally only allow a 10 minute question and answer session for the whole Executive Committee - otherwise this part of the meeting could potentially extend to 90 minutes.
11. **Paragraph 2.3 vii)** states: *'Any feedback, comments or questions provided by students via the Union Website.'* The Chair believes that this should be amended to read: *'Any feedback, comments or*

questions provided by students. This would be less prescriptive about the manner in which feedback, comments or questions could be submitted, allowing a wider range of information to be taken into account by the Panel. An amendment to the Scrutiny Panel Byelaw to this effect will be brought to Student Council for consideration.

12. **Paragraph 2. iii)** states: *'Any feedback, comments or questions provided by students via the Union Website.'* The Chair believes that this should be amended to read: *'Any feedback, comments or questions provided by students.'* This would be less prescriptive about the manner in which feedback, comments or questions could be submitted, allowing a wider range of information to be taken into
13. **Paragraph 3.4** states: *'All recommendations from the panel will be published on the Union website.'* This will be achieved through their publication in the papers and minutes of Student Council.
14. **Paragraph 3.5** states: *'All non-confidential minutes from the Panel will be published on the Union website at the discretion of the Chair.'* This will be achieved through their publication in the papers for Student Council.

Terms of Reference for the Science & Engineering Board

Last updated and approved 09/03/2020

Definitions

- Science & Engineering – A Faculty of Queen Mary University of London covering the Science & Engineering (S&E) subjects taught at QMUL
- Student Council – the Student body elected by and from Students constituted in accordance with the Articles of Association and the Bye-Laws of the Students' Union

Purpose of the Board

The S&E Board is a meeting of the members of Student Council whose roles cover S&E students. The purpose of the board is to discuss issues faced by S&E students and their student experience and to work towards resolving these.

Membership

Membership for the Group will be drawn from those members of Student Council whose roles involve S&E students. The Chair shall be the Vice President Science & Engineering

- Aphrodite Liddington – Vice President Humanities & Social Sciences – Chair
- Ramesh Wilson – Biological & Chemical Sciences Representative
- Jivya Rajesh & Mughees Asif – Engineering & Material Science Representative
- Muhammad Abdulmuntaqim – Mathematical Science Representative
- Zuzanna Kocjan – Physics & Astronomy Representative
- Saba Sadek – Electronic Engineering & Computer Science Representative
- [Insert Name] – Postgraduate Taught Representative HSS
- Muhammad Sami Siddiqui – Postgraduate Research Representative HSS
- Fares Azhari – Welfare Representative HSS
- Stephanie Tang – International Representative HSS

In Attendance

- [Insert name of Secretary from Union Staff] – [Insert Position] – Secretary

Responsibilities

- This subcommittee is bound by the Articles of Association of Queen Mary Students' Unions and it's Bye-Laws there under
- The S&E Board is a sub-committee of, and is accountable to, Student Council, and its Terms of References are set by Student Council
- Its responsibilities include those listed under Bye-Law 4 – Student Council

Draft Terms of Reference - V1 to be approved at first Student Council 2020-21

- To discuss issues affecting students represented by this subcommittee
- To pass policy relevant to the area of the Union the subcommittee represents, it is the responsibility of the Chair to identify any policies which need to go to Student Council instead
- To lobby the University to resolve any issues concerning the S&E Student experience at the University
- To make any recommendation for Bye-Law changes to Student Council
- To feedback and help develop the strategy of the Union
- To report/resolve any common issues or concerns raised by students
- To escalate any informal complaints not resolved by the subcommittee to Student Council and any formal complaints to be sent to the Deputy Chair of the Board of Trustees directly as per Bye-Law 21 – Complaints Procedure

Meetings

- Quoracy is no less than 1/3rd of members in line with the Bye-Laws for Student Council
- Meetings shall take place at least 1 week before student council not including those taking place in term 3
- The agenda for the meeting shall be circulated at least 1 week in advance with any member being able to add agenda items at the Chair's discretion
- The secretary shall take notes of the meetings and send the ratified formal minutes to the next student council to note
- Ratified notes shall be uploaded to the Students' Union website no later than a week after ratification
- Any person not listed above may attend a meeting at the invitation of the Chair
- Any persons in attendance will not be able to vote on any matter and this power will be reserved for members only

Terms of Reference for Societies Board

Last updated and approved 9th January 2020

1. Definitions

- 1.1 Society A student-led Group which has shared goals and objectives and is affiliated to the Students' Union.
- 1.2 Full member A Union Member who holds a paid membership to a society within that academic year.

2. Purpose of the Societies Board

As a sub-committee of Student Council, the Societies Board exists to affiliate new societies to the Students' Union and assists in the development, reward and recognition of existing societies.

3. Membership

- 3.1 The Chair of the Board shall be a Societies Officer, alternating between the Mile End Societies Officer and Barts London Societies Officer. Both of these Officers shall also sit on Student Council.
- 3.2 Elections for the two Societies Officers are held in accordance with the **Student Council Elections**.
- 3.3 The members of Societies Board shall include the:
- (i) Societies Officer (Barts and The London)
 - (ii) Societies Officer (Mile End)
- And elected representatives from:
- (iii) 3 Queen Mary Societies
 - (iv) 3 Barts and The London Societies
- 3.4 Elections for the six Societies Representatives will be held no later than Term 3 of the previous academic year through online elections. Any full member of a Queen Mary or Barts and the London Society may stand in elections to become a representative to the respective campus their society belongs to.

4. In Attendance

- 4.1 The following shall also be in attendance at Societies Board
- (i) Student Engagement Administrator (Societies and Employability) – Secretary
 - (ii) Societies Development Coordinator
 - (iii) Students' Union President
- 4.2 Additional Students' Union or College Staff, Students' Union Officers, or Group members may be invited by the Chair to attend for those items where business is relevant to their responsibilities to be discussed.

5. Responsibilities

- 5.1 This subcommittee is bound by the Articles of Association of Queen Mary Students' Unions and it's Bye Laws there under

Draft Terms of Reference - V1 to be approved at first Student Council 2020-21

- 5.2 Societies Board is a sub-committee of, and is accountable to, Student Council, and its Terms of References are set by Student Council
- 5.3 This subcommittee will also report to the Union Development Group
- 5.4 Its responsibilities include those listed under Bye-Law 7 – Student Council and Bye-Law 22 – Student Groups
- 5.5 To pass policy relevant to the areas of the Union the subcommittee represents, it is the responsibility of the Executive Officer present to identify any policies which need to go to Student Council instead
- 5.6 To make any recommendation for Bye-Law changes to Student Council
- 5.7 To review and affiliate new societies
- 5.8 To review applications for society grant funding and reward money to societies
- 5.9 To discuss issues affecting students who are a part of a society committee and who are members of a society
- 5.10 To ensure appropriate methods are in place to provide award and recognition to students involved in Societies
- 5.11 To review societies that have been disaffiliated or had their support suspended in accordance with the bye-laws
- 5.12 To develop the strategy of the Students' Union for societies
- 5.13 To report/resolve any common issues or concerns raised by societies with support from the Appropriate Staff Member to make it clear that they are not expected to do this alone?
- 5.14 Any complaints should be resolved as per Bye-Law 22 – Student Groups and escalated to the President appropriately as per Bye Law 21 – Complaints Procedure

6. Meetings

- 6.1 A quorum for the Societies Board shall be at least one of the elected members from Queen Mary Groups and one of the elected members from Barts and The London Groups and at least one of the Societies Officers.
- 6.2 Meetings shall take place at least 1 week before Student Council not including those taking place in Term 3
- 6.3 The agenda for the meeting shall be circulated at least 1 week in advance with any member being able to add agenda items at the Chair's discretion
- 6.4 The secretary shall take notes of the meetings and send the ratified formal minutes to the next Student Council to note
- 6.5 Ratified notes shall be uploaded to the Students' Union website no later than a week after ratification
- 6.6 Any persons in attendance will not be able to vote on any matter and this power will be reserved for members only



Terms of Reference for the Student Media Board

Last updated and approved 03/03/20

Definitions

- Student Council – the Student body elected by and from Students constituted in accordance with the Articles of Association and the Bye-Laws of the Students' Union
- Student Group – Any student led Group affiliated to The Students' Union.
- Student Media & Student Media Outlet – Student Groups formed with the sole aim of producing publications, broadcasts, print and digital media affiliated to the Students' Union.
- Student Media Chair – A member of Student Media who has been elected by the Heads of Media to Chair the Student Media Board
- Student Media Finance & Affiliation Panel – A sub-group of the Executive Committee which is chaired by the Student Media Chair and grants funding to the Student Media Outlets and has the power to affiliate or disaffiliate Outlets

Purpose of the Student Media Board

The Student Media Board is made up of the Editor-In-Chief or Station Manager or equivalent for every Student Media Outlet of Queen Mary Students' Union who represent, develop and help steer the management of Student Media. It works in tandem with the Student Media Finance & Affiliation Panel which grants funding to Student Media Outlets and affiliates or disaffiliates the Outlets.

Membership

Membership for the Group will be the Editor-In-Chief or Station Manager or equivalent for every Student Media Outlet. The Chair will be elected by the members of the current Student Media Board in Term 2 or 3. Any member of a Student Media Outlet can run for the position of Chair as long as they will still be a student in the following year. Elections will be held online.

- [Insert name of Chair] – Chair
- [Insert name of Member] – Editor-in-Chief of Circadian
- [Insert name of Member] – Editor-in-Chief of CUB
- [Insert name of Member] – Editor-in-Chief of The Dental Mirror
- [Insert name of Member] – Editor-in-Chief of Front Runners
- [Insert name of Member] – Editor-in-Chief of PEACH
- [Insert name of Member] – Editor-in-Chief of The Print
- [Insert name of Member] – Editor-in-Chief of ROYA
- [Insert name of Member] – Station Manager of QMTV
- [Insert name of Member] – Station Manager of Quest Radio

In Attendance

Draft Terms of Reference - V1 to be approved at first Student Council 2020-21

- [Insert name of Secretary from Union Staff] – Student Engagement Administrator – Secretary
- Megan Chance – Student Engagement Co-ordinator – Staff Support
- Shamima Akter – QMSU President
- Additional Students' Union or College Staff, Students' Union Officers, or Group members may be invited by the Chair to attend for those items where business is relevant to their responsibilities to be discussed.

Responsibilities

- This subcommittee is bound by the Articles of Association of Queen Mary Students' Unions and it's Bye-Laws there under
- Student Media Board is a sub-committee of, and is accountable to, Student Council, and it's Terms of References are set by Student Council
- This subcommittee will also report to the Union Development Group
- Its responsibilities include those listed under Bye-Law 4 – Student Council and Bye-Law 11 – Student Groups
- To discuss issues affecting students involved in Student Media
- To pass policy relevant to the areas of the Union Affecting Student Media, it is the responsibility of the Executive Officer present to identify any policies which need to go to Student Council instead
- To make any recommendations for Bye-Law changes to Student Council
- To ensure appropriate methods are in place to provide award and recognition to students involved in Student Media
- To develop the strategy of the Students' Union for students represented by Student Media
- To report/resolve any common issues or concerns raised by Student Media Groups or Students involved with Student Media
- Any complaints should be resolved as per Bye-Law 11 – Student Groups and escalated to the President appropriately as per Bye Law 13 – Complaints Procedure

Meetings

- Quoracy is no less than 1/3rd of members in line with the Bye-Laws for Student Council not including the Chair
- Meetings shall take place monthly where possible but no more than 2 months should pass between meetings during Term 1 & 2
- The agenda for the meeting shall be circulated at least 1 week in advance with any member being able to add agenda items at the Chair's discretion
- The secretary shall take notes of the meetings and send the ratified formal minutes to the next student council to note
- Ratified notes shall be uploaded to the Students' Union website no later than a week after ratification
- Any person not listed above may attend a meeting at the invitation of the Chair
- Any persons in attendance will not be able to vote on any matter and this power will be reserved for members only

Terms of Reference for the Student Media Finance & Affiliation Panel

Last updated and approved 03/03/20

Definitions

- Student Council – the Student body elected by and from Students constituted in accordance with the Articles of Association and the Bye-Laws of the Students' Union
- Student Group – Any student led Group affiliated to The Students' Union.
- Student Media & Student Media Outlet – Student Groups formed with the sole aim of producing publications, broadcasts, print and digital media affiliated to the Students' Union.
- Head of Student Media – The Principal Officer of a Student Media Outlet and maintains overall responsibility of the Outlet
- Student Media Chair – A member of Student Media who has been elected by the Heads of Media to Chair the Student Media Board
- Student Media Board – A sub-committee of Student Council whose membership includes Heads of Student Media Outlets who represent, develop and help steer the management of Student Media

Purpose of the Student Media Finance & Affiliation Panel

The Student Media Finance & Affiliation Panel is a sub-group of the Executive Committee which is chaired by the Student Media Chair and grants funding to the Student Media Outlets and has the power to affiliate or disaffiliate Outlets. It works in tandem with the Student Media Board.

Membership

Membership for the Group will be Executive Officers of Queen Mary Students' Union. The Chair will be the same Chair for the Student Media Board.

- [Insert name of Chair] – Chair
- Shamima Akter – President
- Jack Jukes – Vice President Welfare
- Tiana Dinard-Samuel – Vice President Communities
- Mat Robathan – Vice President Barts and The London
- Cameron Storey – Vice President Humanities & Social Sciences
- Aphrodite Liddington – Vice President Science & Engineering

In Attendance

- [Insert name of Secretary from Union Staff] – Student Engagement Administrator – Secretary
- [Insert name of Union Staff] – Student Engagement Co-ordinator – Staff Support
- Additional Students' Union or College Staff, Students' Union Officers, or Group members may be invited by the Chair to attend for those items where business is relevant to their responsibilities to be discussed.

Responsibilities

- This subcommittee is bound by the Articles of Association of Queen Mary Students' Unions and it's Bye-Laws there under
- Student Media Finance & Affiliation Panel is a sub-committee of the Executive Committee, and is accountable to Student Council with it's Terms of References are set by Student Council
- This subcommittee will also report to the Union Development Group
- Its responsibilities include those listed under Bye-Law 4 – Student Council and Bye-Law 11 – Student Groups
- To review and affiliate new Student Groups represented by this sub-committee in a fair, transparent and democratic manner
- To review applications for grants and reward money within a defined budget allocated to this sub-committee in a fair, transparent and democratic manner
- Any complaints should be resolved as per Bye-Law 11 – Student Groups and escalated to the President appropriately as per Bye Law 13 – Complaints Procedure

Meetings

- Quoracy is no less than 1/3rd of members in line with the Bye-Laws for Student Council not including the Chair
- Meetings shall take place twice per year with the first meeting taking place at least 1 week before Welcome Week
- The agenda for the meeting shall be circulated at least 1 week in advance with any member being able to add agenda items at the Chair's discretion
- The secretary shall take notes of the meetings which will be circulated to the Student Media Board
- Any person not listed above may attend a meeting at the invitation of the Chair
- Any persons in attendance will not be able to vote on any matter and this power will be reserved for members only

Terms of Reference for Volunteering Board

Last updated and approved [February 2020]

Definitions

- Student Council – the Student body elected by and from Students constituted in accordance with the Articles of Association and the Bye-Laws of the Students' Union
- Student Group - Any student led Group affiliated to The Students' Union.
- Volunteering Group – A student-led group which runs activities in the local and wider community to bring about positive change affiliated to the Students' Union.
- The Volunteering Officer (Mile End) - representing students who study courses run by the Faculty of Humanities and Social Sciences or the Faculty of Engineering.
- The Volunteering Officer (BL), representing students who study courses run by Barts and The London School of Medicine and Dentistry.
- Community Volunteer (Charity Partner) – A student who volunteers in the local community through one of our approved charity partners as listed on the Students' Union website
- Community Volunteer (Give Volunteering a Go) – A student who volunteers in the local community through the Students' Union run Give Volunteering a Go service, a series of one-off volunteering activities

Purpose of the Volunteering Board

The Volunteering Board is an elected board of students from the Students' Union community volunteering activities to develop and help steer the management of volunteering. It represents Volunteering Groups that are affiliated to the Students' Union and the other strands of the community volunteering service (charity partners and Give Volunteering a Go).

Membership

Membership for the Board will be elected in Term 2 or 3 of the previous academic year [insert procedure for this]. The Co-Chairs will be the Volunteering Officers from Student Council.

- [Insert name of Chair] – The Volunteering Officer (Mile End) – Co-Chair
- [Insert name of Chair] – The Volunteering Officer (BL) – Co-Chair
- [Insert name of Member] – Mile End Volunteering Group Member
- [Insert name of Member] – Mile End Volunteering Group Member
- [Insert name of Member] – Barts and The London Volunteering Group Member
- [Insert name of Member] – Barts and The London Volunteering Group Member
- [Insert name of Member] – Community Volunteer (Charity Partner)
- [Insert name of Member] – Community Volunteer (Give Volunteering a Go)

In Attendance

- [Insert name] – Student Engagement Administrator (Volunteering and Student Activities) - Secretary

- [Insert name] – Volunteering Coordinator
- [Insert name of President] – Students' Union President
- Additional Students' Union or College Staff, Students' Union Officers, or Group members may be invited by the Chair to attend for those items where business is relevant to their responsibilities to be discussed.

Responsibilities

- This subcommittee is bound by the Articles of Association of Queen Mary Students' Unions and it's Bye-Laws there under
- Volunteering Board is a sub-committee of, and is accountable to, Student Council, and it's Terms of References are set by Student Council
- This subcommittee will also report to the Students' Union Development Group
- Its responsibilities include those listed under Bye-Law 7 – Student Council and Bye-Law 22 – Student Groups
- To discuss issues affecting students represented by this subcommittee
- To pass policy relevant to the areas of the Students' Union the subcommittee represents, it is the responsibility of the Executive Officer present to identify any policies which need to go to Student Council instead
- To make any recommendation for Bye-Law changes to Student Council
- To review and affiliate new Student Groups represented by this sub-committee
- To review applications for grants and reward money within a defined budget allocated to this sub-committee
- To ensure appropriate methods are in place to provide award and recognition to students involved in the community volunteering activity represented by this sub-committee
- To review Student Groups represented by this sub-committee that have been disaffiliated or had their support suspended in accordance with the bye-laws
- To develop the strategy of the Students' Union for community volunteering activity represented by this sub-committee
- To report/resolve any common issues or concerns raised by Students' Union community volunteers with support from the Appropriate Staff Member
- Any complaints should be resolved as per Bye-Law 22 – Student Groups and escalated to the President appropriately as per Bye Law 21 – Complaints Procedure

Meetings

- Quoracy is no less than 1/3rd of members in line with the Bye-Laws for Student Council
- Meetings shall take place at least 1 week before Student Council not including those taking place in term 3
- The agenda for the meeting shall be circulated at least 1 week in advance with any member being able to add agenda items at the Chair's discretion
- The secretary shall take notes of the meetings and send the ratified formal minutes to the next student council to note
- Ratified notes shall be uploaded to the Students' Union website no later than a week after ratification

Draft Terms of Reference - V1 to be approved at first Student Council 2020-21

- Any person not listed above may attend a meeting at the invitation of the Chair
- Any persons in attendance will not be able to vote on any matter and this power will be reserved for members only

Draft

Terms of Reference for Welfare Board

Last updated and approved [insert date]

Purpose of the Welfare Board

The core function of Welfare Board is to make decisions on welfare-related issues, defined similarly to the Vice President Welfare's remit, which includes but is not limited to housing, finance, mental, physical and sexual health and student safety. Welfare Board will consider all policies passed in Student Council relating to these or any other welfare issues.

Membership

The membership of Welfare Board will be composed of the Welfare Officers for the three faculties, the Liberation Reps for each campus and the Vice President Welfare. The Chair will be the Vice President Welfare.

- Vice President Welfare – Chair
- Vice President Communities
- Welfare Officer (HSS)
- Welfare Officer (BL)
- Welfare Officer (S&E)
- Trans Rep
- LGBT+ Rep (Mile End)
- LGBT+ Rep (BL)
- Women's Rep (Mile End)
- Women's Rep (BL)
- BAME Rep (Mile End)
- BAME Rep (BL)
- Disability and SLD Rep (Mile End)
- Disability and SLD Rep (BL)

In Attendance

- Welfare Coordinator – Secretary

Responsibilities

- This subcommittee is bound by the Articles of Association of Queen Mary Students' Union and its Bye-Laws thereunder
- Welfare Board is a subcommittee of, and is accountable to, Student Council and its Terms of Reference are set by Student Council
- Its responsibilities include those listed under Bye-Law 7 – Student Council

Draft Terms of Reference - V1 to be approved at first Student Council 2020-21

- To discuss welfare issues and to develop the strategy of the Students' Union on matters of student welfare
- To pass policy relevant to the area of the Union the subcommittee represents, it is the responsibility of the Executive Officer present to identify any policies which need to go to Student Council instead
- To make any recommendations for Bye-Law changes to Student Council
- To report and resolve any common issues or concerns raised by students
- To escalate any informal complaints not resolved by the subcommittee to the President and any formal complaints to be sent to the President directly as per Bye-Law 21 – Complaints Procedure

Meetings

- Meetings of Welfare Board will take place quarterly, with two meetings in semester 1 and two meetings in semester 2
- Campus-based meetings of Welfare Board may be formed at the request of its members, however these meetings will not have decision making power
- Quoracy is no less than 1/3rd of members in line with the Bye-Laws for Student Council
- Meetings shall take place at least 1 week before Student Council not including those taking place in term 3
- The agenda for the meeting shall be circulated at least 1 week in advance with any member being able to add agenda items at the Chair's discretion
- The secretary shall take notes of the meetings and send the ratified formal minutes to the next Student Council to note
- Ratified notes shall be uploaded to the QMSU website no later than a week after ratification
- Any person not listed above may attend a meeting at the invitation of the Chair
- Any persons in attendance will not be able to vote on any matter and this power will be reserved for members only



Council Report

Outcome requested:	To Note
Executive Summary:	<p>The report is an update from the start of the academic year on activity within the Students' Union. It includes the following sections:</p> <p>Key Updates Student Voice Welfare and Liberation Student Opportunities</p>
Author:	Adi Sawalha, Students' Union President
Date:	September 2021
Senior Management/External Sponsor	

President's University Council Report

September 2021

www.qmsu.org



President's Report

Key Updates

Welcome Fairs

The Welcome Fair events returned during Welcome Week and were a great success, with overwhelmingly positive feedback from student attendees, stallholders and staff. The Mile End Fair took place across campus in the Students' Union Hub, Great Hall, Sports Hall and various outdoor spaces.

Over two days, we had 10,500 entries to our indoor locations, with students exploring 186 student group and Students' Union stalls, an outdoor festival zone, and a daily performance area featuring 15 student group performances each day, including live music, cheerleading and fencing. The event also featured a Get Active sports pop-up and several external organisations and charities.

Several new measures were successfully introduced to prevent overcrowding and queuing and ensure a safer experience for all in light of the Covid-19 pandemic. This included a new ticketing and arrival slot booking system that spread student numbers throughout the day, a longer event running time and encouraging measures such as face masks.

Our first Fair took place on the Whitechapel campus on the Wednesday of Welcome Week for our medical and dental students and was a large success in bringing back the University's community spirit. There were more than 100 stalls across the BLSA Building, Garrod Building and the Blizzard Mews. This was the first time we used the Blizzard Mews, which enabled us to provide more space to student group demonstrations and highlighted the potential of this space for future outdoor events and activities.

So far, this academic year we have sold over 5600 student group memberships.

Welcome Events

The Students' Union delivered a packed programme of events for Welcome Week that has continued into week one. Attendance was significantly up on previous years with over 8500 tickets sold for Students' Union welcome events (excluding the Welcome Fair) at the time of writing, with a further 2000+ attendees at ticket-free events, highlighting a clear desire from students to attend in-person activities and events.

Events have included a series of walking tours (including Harry Potter, East London and Royals & Rulers of Britain), speed meeting, club nights, comedy nights, food & drink tasting events, sporting activities, outdoor yoga on Canalside, a Boat Ball down the Thames and a Thorpe Park trip. In addition, our programme has featured a series of wellbeing events including online workshops on preparing for university, creating a productive study space and looking after your wellbeing at university. Dedicated events were run for commuters, postgraduate taught and postgraduate research students to help them meet others within these communities, with over 400 students in attendance at each, which was great to see.

We also collaborated with the QMUL Residences team to deliver several halls-specific activities including speed meeting events for individual halls, craft activities, pick, paint and plant events and neon life drawing attended by over 450 attendees.

In Whitechapel, the BLSA hosted a diverse week of events including a peer support scheme connecting over 600 new and returning students, comedy nights and the popular sports club event Tables.

Our events programme was complemented by several events delivered by our student-led Clubs and Societies such as an Erasmus Students Picnic, History Society trip to the British Museum and meet and greet events.

Welcome Crew and Help Squad

After a year out due to Covid-19, this September we were helped by 100 volunteers in stand-out 'Here to Help' hoodies throughout move-in weekend and Welcome Week at Whitechapel and Mile End. Our volunteers supported the delivery of Welcome Week by welcoming new students, signposting to opportunities, and helping students navigate our campuses. The volunteers' dedication to ensuring that new students had a positive experience has been remarkable and we cannot thank them enough for their time, hard work and positive energy! As in previous years, we hope to work with Residences to offer a thank-you party for volunteers.

Sustainability

The Reuse Fair took place over move-in weekend, attended by 600 students who were able to provide a new home to over 500kg of donated items that would otherwise have ended in landfill. Of attendees surveyed, 94% of were happy with their experience and 82% felt that it eased their transition to university.

In September and October, sustainability events will include allotment growing sessions, biodiversity volunteering on campus, canal clean-ups and a foraging walk.

The Students' Union has, once again, scored 'excellent' in Green Impact, a United Nations award-winning programme designed to support environmentally and socially sustainable practice in organisations. The auditors had this to say about our submission:

"Queen Mary SU has clearly demonstrated that sustainability is still high on its agenda, despite the additional challenges of the pandemic. I was really impressed by the holistic approach the union is taking in terms of addressing the breadth of sustainability, and how student voice is being centred in the SU's work. Really excited to see what comes next for QM's sustainability work!"

Student Groups

Despite the impact of Covid-19 on what many student groups could deliver last year, the number of student groups re-affiliating from 2020-21 to this academic year is higher than usual. Of the 316 student groups we had affiliated at the end of last academic year (excluding sports clubs), 273 have re-affiliated for this year. This number will continue to grow throughout the year as new student groups affiliate and inactive student groups are re-activated. Currently there are 10 societies in Malta, and we expect more to affiliate this academic year.

Once again, our student group survey demonstrates that our student groups enable student communities and skill development. 81% of committee members who responded to the end of year survey agreed that they feel part of a community through their involvement in a student group, and 88.8% of respondents agreed that they have developed skills through their involvement in a student group.

A priority for the Student Engagement Team this year is to support groups to re-establish themselves on campus and run quality activities for their members. Whilst over half of respondents in the student groups survey suggested that their student group would retain some elements of online provision this year, a focus for the staff team will be to enable as much in-person activity to happen as possible. Key to this will be our continuing work with stakeholders across the University to improve student group access to space on campus for their events and activities.

Volunteering

The Students' Union are once again providing volunteers for the London Marathon 2021. The London Marathon is one of the largest annual fundraising events and this year is expected to be the largest marathon ever with over 100,000 people taking part. 50 student volunteers will marshal along Mile 19 of the route, providing assistance to runners and spectators. We are also working on re-starting our Give Volunteering a Go programme, where students can sign-up to a range of one-off, low commitment volunteering opportunities.

This year we are once again facilitating the Social Responsibility element for the Dentistry 'Professionalism, Team Work and Social Responsibility' module, an element of the module which was paused last year due to Covid-19. Students will complete social responsibility activities, sourced and verified via the Students' Union volunteering service, before submitting a reflective piece on their experience and how what they have learnt can shape their role as future dentists.

Students' Union Finances

The Students' Union has navigated a stormy financial environment, and our current end-of-year operations deficit is £31.5K. The financial framework and principles we have put in place were effective, having moved us from initial projected deficit of £800K. In addition, we received financial support from the University for those perceived to be eligible for furlough (80%), and we absorbed the other 20%.

The Block Grant for 2021/22 will be at the same level as this year, with a 5% reduction maintained from the previous year, in addition to an unbudgeted cost of living increase and £25K one-off funding outlined in the letter. There are conditions in place, which will be monitored by the MOA panel and the mechanism framework that has been developed over the past year.

The Budget for 2021/2022 has a group surplus of £20K. We will take steps to build on this when we review financial performance for our mid-year forecast, as we need to strengthen our cash flow and balance sheet after a tough couple of years.

There are ambitious commercial services targets to deliver the group results and support the delivery of the student experience. We are still maintaining our tough financial framework, built on process improvements and agile monitoring of financial performance. Presently, the permanent staff structure is lean, with some capacity challenges. The charity restructure was completed on time, and the new structure is in place at the beginning of June 2021, with financial savings achieved.

Student Voice

Autumn Elections

The Students' Union Autumn Elections are currently taking place, and students can put themselves forward for more than 400 positions. The majority of these are Course Rep positions, but the elections also include our NUS Delegates, a small number of Part-Time Officer positions and some Malta-based positions.

We're working in partnership with student support staff and academics from all parts of the university to promote the roles and encourage students to become representatives for their cohort. Nominations are open from 22 September until 6 October, and voting takes place from 12 October until 14 October. The winners of the elections will take office immediately and be in post for the rest of the academic year.

Postgraduate Research Representation

Work continues to improve our representation structures for postgraduate research students. In collaboration with the Doctoral College and the Students' Union PGR Reps, we are in the process of implementing a number of changes to the Course Rep system for PGR students. These changes include a name change to Subject Reps to better reflect the nature of postgraduate research programmes, and a change to the timing of the elections period for PGR Subject Reps to make the elections more accessible for PGR students.

Malta Representation

Due to the increasing number of students based in Malta, we have reviewed our representation structures for Malta-based students. As a result, we are introducing several new rep positions to ensure that Malta students' interests are represented. The new positions are: Welfare Officer, Societies Officer, Sports Officer, Secretary and Entertainments Officer. In addition to the new roles, changes are also being made to enable more Malta-based student groups to apply for Students' Union affiliation, and the introduction of a new subcommittee of our Student Council that will focus on the student experience in Malta.

Welfare and Liberation

Graduation Fund

Applications for the Students' Union Graduation Fund are currently open to undergraduate and postgraduate students attending graduation ceremonies in January 2022. The Fund aims to support students who are facing financial hardship with the costs of graduation and covers the cost of cap and gown hire.

Students can apply to the Fund online and funding decisions are made by a panel of Executive Officers. We are expecting a high number of applications for this funding round, because several graduations have been postponed due to Covid-19. Ten days before the application deadline, 400 applications have already been submitted, and we expect this number to increase before applications close.

Black History Month

Our annual Black History Month campaign is led by a committee of elected representatives and student groups. This year, the Students' Union provided £3,200 through the Liberation Fund to support the delivery of Black History Month and provide grant funding for student-led events and activities. Our full programme will launch on 1 October and features over 20 events, including panel discussions, workshops and showcases, as well as online content including blogs, articles and student profiles. The full programme will be available from 1 October at www.qmsu.org/bhm

Umii App Pilot

Last year, the Students' Union trialled a partnership with Umii, a social media and messaging app designed to help university students make social connections and prevent isolation and loneliness. Over the trial period, we achieved good engagement, with over 1900 messages sent by students using the platform. The trial ended in summer 2021 and Muneer Hussain, Vice President Welfare, is currently working with several University teams to secure funding for the project to continue.

Campaign on sexual & gender-based violence, harassment and hate crime

We are working on plans for a new campaign to take the place of our previous Zero Tolerance campaign, which operated until 2020 and was run in partnership between the University and Students' Union. While conversations are at an early stage and will engage more stakeholders in the coming weeks, our intention is to create a student-led campaign with opportunities for peer-to-peer learning. In addition, last year we developed a new toolkit, ACT, that aims to empower passionate students to run their own campaigns and projects on social justice issues, including on sexual and gender-based violence, harassment and hate crime.

In-House Nightline

Radhika Thiagarajan, Vice President Communities, has started work on an in-house Nightline project, to increase access to the peer-to-peer listening service on campus. Radhika is currently in conversation with a number of groups, including London Nightline, the Nightline Association and the PROJECT:TALK QMUL society, as well as Nightline branches at other institutions including Kings College London and Warwick University about possible ways forward.

Postgraduate finance

Radhika has been contacted by student representatives and students regarding potential bursaries that could be available for international students at Queen Mary. Radhika, as a part of her campaign, intends to improve the availability of bursaries and hardship funds for international and postgraduate students and is discussing the project with University staff.

Student Opportunities

Spaces

As more students are returning to our campuses, Adi Sawalha, President, is working on a project to re-evaluate students' space needs post-lockdown. The project will collect data from students to understand their space needs. Currently, the data collection tools are being designed, and it is expected that data collection will begin in October. Adi is also collaborating with various stakeholders within the university to ensure student feedback is used to shape ongoing projects relating to study spaces, including the Queens' Building Restack. Initial discussions with faculties and Library Services have received very positive responses, and discussions will continue over the next few months.

In terms of Students' Union spaces, the Students' Union Hub, BLSA Building and Multi-Faith Centre have fully reopened and student groups are now able to book spaces in our buildings with normal capacity restrictions in place. The Multi-Faith Centre timetable has been updated and Friday Prayer has restarted in the Nest, with over 300 students attending during Welcome Week.

Community Foundation

Our Sport Camps returned this summer with student coaches delivering sport sessions on campus for young people aged 8-13 from within the local community. We managed over 100 participant engagements over the 3-week period and delivered a number of free activity packs to local schools.

This year, we will once again receive a £1,500 grant from Santander. This funding will be used to support student groups delivering projects through our Social Cohesion Sport Programme with a specific focus on Equality & Diversity.

Employability:

Radhika, is currently working on two projects to improve employability. The first project involves organising networking opportunities between current students and alumni in a social setting with coffee and cake, in collaboration with the Global Alumni Engagement Team. This project aims to improve awareness of the social

aspect of employability and use networking in a social setting to help students gain jobs and build connections.

The second project involves improving systems for online alumni-student networking, in collaboration with the Head of Change & Student Experience in IT. This project will involve looking into options to better facilitate connections between students and alumni, including external platforms like LinkedIn.

Radhika is also working with the Graduate Attributes team to ensure that the academic curriculum matches the skills expected from employers. The team is currently working on bridging the gap between employer expectations and taught modules, with a focus on highlighting transferrable skills to enable students to prepare for competency interviews and make this less daunting and time consuming.

Club Sport

62 clubs have returned to training towards the end of September as part of the Club Sport programme, now that Covid-19 regulations have allowed the full return of many of our sports. 25 clubs will be competing in BUCS (British University and College Sport) and LUSL (London University Sport leagues) from 13th October with further competitions and friendlies due to take place also in semester one for our clubs. All club committee members have received training ahead of the academic year and personal professional development sessions are due to commence from October onwards for student groups. In addition, the first Club Sport Board meeting of the year has taken place with relevant student leaders.

Welcome Communications

We delivered a strong package of communications to welcome new students to Queen Mary that was successful in ensuring students knew what was on offer to them pre-arrival, during Welcome Week and beyond. This included:

- A Welcome Pack mailout sent out to over 5000 UK home students featuring information about the Students' Union, Sport at Queen Mary and what events were coming up in Arrivals Week.
- A dedicated Welcome website for new students, with website views from A-Level Results Day to Welcome Week up 38% on 2019 with over 750,000 page views across our website.
- A series of Welcome emails sent out from A-Level Results Day to Welcome Week that complemented the University welcome email schedule featuring information about events and activities, helpful tips on things like what to pack for University and guides of what to do in the local area and East London.
- Dedicated communications to returning students, encouraging them to also get involved in Welcome Week activities, particularly for those who missed out in 2020 due to the Covid-19 pandemic.
- Daily social media features. Our social media engagement and reach is at its highest ever. Over 9000 members are now part of our Official Queen Mary new student Facebook group, with our Instagram story posts being regularly viewed by over 2000 people.
- Collaboration with the University Internal Engagement team on all our welcome communications to ensure joined up messaging.

Adi Sawalha
Students' Union President
29th September 2021

Sample Part Time Officers Reports to Student Council 26 October 2021

Part Time Officers are required to submit reports - a minimum of a paragraph, or three bullet points - on their work to meetings of the Scrutiny Panel. As there was no Scrutiny Panel before this Student Council meeting, they were asked to submit directly for Student Council. This appears to have caused some confusion, and therefore not all Part Time Officers have submitted reports. Those which have been received are included below, as an example of what might be expected in future.

Adya Aggarwal

International Representative (S&E)

- Created an Instagram account to increase awareness of International Representatives.
 - Planned events and activities to increase engagement of International students.
 - Working with the Careers and Enterprise team to provide more career support targeted towards international students.
-

Darcey Blackman

School of Engineering and Material Science Co-Representative

My work to date is as follows.

- Identifying the areas of disconnect between foundation programme students and main school they will enter.
 - Begun to plan presentation for students who will enter SEMS in September 2022.
 - Worked with Student Consultancy Project to get better reach of information into wider SEMS during summer when communication is less.
-

Amy Dowse

Disability and SLD Representative (Mile End)

Please find below a summary of the work I have been doing since taking over the role of Disabled and SLD Rep (Mile End).

1) I have started 'Disability Spotlight' on my Instagram account @disabled_sld_rep_qmsu. The aim of this is to raise awareness for a variety of different disabilities, illnesses and learning differences. I have been posting information about these different disabilities, illnesses and learning differences to coincide with the national/international awareness day/week/month. Since I took over the role in August I have published 8 Disability spotlights: Migraines, ADHD, Dyslexia, Cerebral Palsy, Dyspraxia, Mental Health, OCD, and Visual Impairment.

2) Alongside the 'Disability Spotlight' I have also been publishing a quote from someone who experiences the spotlighted disability, illness or learning difference.

Some quotes have come from friends and family, but most have been provided by 'celebrities'. The people who I have received quotes for so far (some of these haven't been published yet):

- Chris Robshaw (Rugby player)
- Sophie Christensen (Equestrian Paralympian)
- Rosie Jones (Comedian)
- Jeremy Chopra and Ian Redpath (@allontheboard creators)
- David Adam (Author)
- Lord Chris Holmes, Baron of Richmond (Most decorated British Swimming Paralympian)
- Amy Dowden (Professional Dancer on Strictly Come Dancing)
- Sir Steve Redgrave (British Olympic Rowing Champion)

3) I have begun to create a blog where people can write about their experience of being a student with a disability or learning difference. I have reached out to the alumni network and am currently waiting for some volunteers to write their posts. I plan to launch this during Disability Week in November.

4) I have started to plan a video series where I speak to employers and employees about working with a disability or learning difference as I want to give students some help and guidance for when they leave university. There has been a new member of staff join the Careers department on 18th October who will focus on students with disabilities so I am waiting to get in contact with them to move this project forward.

Shivani Ganesh

BAME Representative (BL)

- Helped with freshers non drinking event along with BL Welfare Rep, Women's Rep, VP Barts & London
- BHM Organising Committee: helped with liberation fund applications and I collated BL BHM events and am promoting throughout the month
- Setting up anti racism steering committee social media pages and working with the committee to put on events throughout the year (26th October)
- Drop in organised on 14th October
- Collabed with international rep and cultural societies in planning a cultural event for Term 2

Aisha Qadi

School of Biological and Behavioural Sciences Representative

Please find below my progress so far as to what I have been working on for the student council report:

- SBBS newsletter & Instagram handle: I have currently been working on the SBBS newsletter. This has been quite delayed, however that was due to the delay in email replies as I had contacted several departments and staff within the SBBS, S&E and QMSU for the promotions section of my newsletter. Template, along with engagement section is ready. I want to be able to engage with staff within the SBBS, S&E division, and the QMSU in this

newsletter. I was having a slight struggle with who to contact and who this newsletter is supposed to be sent out to, but Jonathan has been a great help.

Expected publishing of newsletter to be next week or maximum the week after. I have also been working on developing an official SBBS Instagram handle account and will send an email to the head of SBBS for permission to execute this, as well as arrange a meeting for content I can post on the account. This account will be able to be used for all the future SBBS reps.

- Mental health workshop sessions collaborations: One of my other manifesto goals is to collaborate with all the part time and executive officers within QMSU to create a mental health fortnightly workshop for any students in any year, division, or faculty to attend. The COVID-19 pandemic has not been easy for many of us, especially mentally, and going back to face to face learning can be very overwhelming after not attending for over 2 years. An email has been drafted and will be sent out this week to all the officers part and full time
- Library services collaboration: I have been trying to contact and email the library services to collaborate with them for academic skills. I would love to create advice, tips and tricks, podcasts or videos regarding academic help, lifestyle skills for university, or any other general help especially for the first-year students coming into the new university environment, and how they're transition can be made easier and better. Have not yet received a response back, however I will try to draft another email this week and possibly hope for a response to arrange for a meeting.

Samira Rahman

School of Electronic Engineering and Computer Science

Here are some brief bullet points of the work Antonita and I have been doing since September up until now:

- We organised and hosted a successful welcome/ social event for fresher and second year EECs students so they feel more at ease to start the academic year.
- We have been passing along good opportunities to EECs students such as the Student Consultancy Project so that students can participate with beneficial events etc.
- The campus ambassador for Herbert Smith Freehills has reached out to us to collaborate on an upcoming event that they have planned with a firm and the QMUL law society. We are also very looking forward to this project and to help out!

James Taverner

Clinical Representative

What I have done:

- Held the first Senior SSLC of the year
- Been attending year 3 and 4 working groups for year specific issues
- Meeting with head of years about the sudden U-turn in in-person teaching and finding ways to accommodate this

- Voicing the many issues that have been arising from online teaching
- Discussion with Allied Course Rep about issues of not being able to be SMD student ambassador
- Working with pre clinical Rep and BLSA president about MBBS decision for linear progression for exams - my roles are looking into SpLD issues specifically and assisting with collecting student feedback

Priorities from now:

- Attempt to find ways to make communication better with intercalating students and Malta students both as an SU and a university
- Work with PA reps to ensure they are represented by a student to the university
- Work with university for recording/live stream equipment to be checked prior to lecture due to constant issues with them

Isidora Zagradanin & Katrina Fueller

LGBT+ Representative (Mile End)

- Normalising the use of correct pronouns on campus – distributed pronoun badges in collaboration with the Queen Mary LGBT+ Society and are working on redesigning and reaching out to individual university departments regarding their distribution and possible pronoun use in various online learning platforms.
- Currently in the talks with ELOP Youth, an LGBT+ mental health support charity about a possible collaboration and raising awareness of this service in our student community.
- Currently working on a project including prominent LGBT+ Muslim figures in the local community and NAZ Project in order to organise some educational events as a part of Islamophobia Awareness Month.

VP Barts (NA) & VP London (VE) - Updates

Help Squad

- Met with Rob and BLSA President in regards to the purpose of the BLSA Help Squad this year
- Promoted Help Squad sign-up forms on social media and weekly student group emails with ~ 50 sign ups!
- Allocated all of the volunteers into the 9 shifts available at the 3 SMD halls - Floyer, Dawson and Lindop - as well as shifts for walking Freshers home after big events (BL Families, Freshers Fayre (see below) Freshers' Tables and Final Whistle)
- Prepared a "Help Squad" pack for them with general information the volunteers
- Organised BLSA stands at the 3 halls with flyers and freebies for Freshers with at least one BLSA representative at all times
- Went really well! We received a lot of positive feedback from the freshers and their parents who found our team very welcoming and helpful.
- Raised a concern about a student ambassador who was being unprofessional.

- Issues: many last minute volunteer cancellations, lack of availability on some days meant some volunteers had to do multiple shifts → release sign-up forms earlier and promote it more on @officialblsa and all other social media

Freshers Fortnight

- Went really really well!!
- Lots of events with really high numbers of attending students
- More freshers than ever but the team managed to cope with it really well
- Attended most of them as President (Rob) and VPs to help out if there were any issues, as well as to promote the “face” of BLSA and make new students feel a part of it
- Particular highlights include: non-drinking BL families event (more info later), Boat Ball, Barts Drag Bingo, Freshers Brunch and more
- Some learning points for next time, but VPs and Pres aim to do a debrief in a couple of weeks

BL Families (former Mummies & Daddies)

- Booked rooms for the welcome talks - first ever time booked 3 separate rooms due to the huge cohort of Freshers (Perrin for medics, Milton for dental and Laird for allied courses)
- Organised the talks which were about what BLSA is and what it does, as well as used it as an opportunity to promote Freshers' Fortnight events
- Supported BL Welfare Officer (Lucy) with promotion of the event for Fresher (kids) and senior (parents) sign ups
- Encouraged Freshers and seniors who had not signed up to still attend and after the welcome talks we allocated them to families on the spot
- Drinking and non-drinking options available - VPs helped out at the non-drinking event organised by Welfare Zone (Welfare Officer, BAME rep and Women's rep). Games' night held at Laird with mocktail and snack bar.
- Overall, went really well, students were very happy and enjoyed their night whether that was at the drinking or non-drinking event
- Issues: over 500 fresher sign ups with around 150 parent sign ups, many parents did not show up on the day, risk assessment forms and advertising to include welcome talks.

Freshers Fayre

- Promoted sign-up forms for Freshers Fayre
- Attended meetings with the organising team to ensure fair allocation of stalls around campus
- Helped introduce Blizzard Mews as part of the fair for the first time along with the live demos for sports
- Allocated volunteers to help out with set up of the fair (am shift) and to guide students between the BLSA Building, Garrod Building and Blizzard Mews (pm shift)
- Attended the briefing early in the morning of the fayre and then briefed the Help Squad volunteers
- Set up a BLSA stall in the foyer of the BLSA Building which really helped in guiding students between venues

- Great organisation by the SU team and our Help Squad - Fayre was set up way ahead of time which allowed student groups to have plenty of time to set up
- Issues: main entrance of Garrod was still closed so had to have volunteers guide students from the back, overcrowding in the old library and recovery room (expected with the huge intake of freshers this year)

Halfway Ball

- Jumped in to help last year's team for last year's year 3 cohort
- Supported organisers when there was an issue with the venue by finding alternatives
- Clarified what finance available from last year's association fund pot
- Here to support the team with any last bits and bobs
- Plans: start getting this year's team together for the current year 3's halfway ball

VP Barts (NA) Specific Updates

- Discussed individual issues with ENTs officers as they came up r.e. Fresher's
- Supporting ENTs r.e. Xmas Dinner AP
- Discussed individual issues with RAG officer as they came up r.e. Jack the Sipper
- Present at Fresher's Fayre in order to promote student groups, fresher's events, and the BLSA in general
- Currently creating plans on how to extend BL champions initiative
- Currently creating plans on how to create events checklist and bookings guide
- Discussing plans on how to improve the website with Engagement, VP London, and Pres
- Discussing concerns with finalists r.e. UKFPO and trying to see how we can help students with this
- Making myself available for board members if they need anything or questions need answering and no one else is available

VP London (VE) Specific Updates

- Had a meeting with student group officers (Sports, Societies and Volunteering) where we discussed their plans for the year, ways of integrating the 3 types of student groups but also integrating other courses more such as dentistry and allied courses
- Met 1:1 with Mahnoor (volunteering) to discuss her plans for the year and ideas for a volunteering fair
- Met 1:1 with Karolina (societies) as part of her handover from me but also to chat about her ideas for the year ahead, gave her access to most societies social media too
- Set up a student activities stall at freshers fayre (ended up merging with the BLSA one)
- Created flyers for student groups (Societies, Sports, Volunteering and RAG) which the officers edited. I printed them out which we used during the move-in weekend, Freshers' fayre and have currently put some of them at BLSA reception
- Helped out at Annie's Jack the Sipper RAG event as one of the tour guides
- Had a handover concerning the anti-racism steering committee with last year's VP London (Thaarabi) and current BL Bame Rep (Shivani). Attended the first official meeting of the year where we created an action plan for the year ahead. Committed to being in charge of ARSC promotion on @officialblsa instagram page and facebook.

- Plans for student council: no teaching on Wednesday afternoons for dentists and allied courses to encourage them to join sports, ARSC motion on one SPC member and BAME rep carrying it on