

**Education Executive Minutes**

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| Date & time | 26/03/2024 17:00-19:00 |
| Location | Moore 004/5 |
| Attendance | Sharanya Sivarajah (VP Education) -Chair  Hannah Hockin (President)  Nisha Bundhun (VP Wellbeing & Diversity)  Lauryn Fleming (Academic Communities Coordinator) – Secretary  Oliver Case (School Representative – Law and Social Sciences)  Kiran Babbra (Interim School Representative - Engineering, Physics and Mathematical Sciences)  Het Unadkat (PGT Community Officer)  Madelaine Gray (Co-opted member)  Francesca Hailey (Community Engagement Coordinator) |
| Apologies | Carmen Anderson (School Representative – Performing and Digital Arts)  Isabella Neergaard (School Representative – Life Sciences and the Environment)  Izzy Masters (School Representative – Humanities)  Isobel Morris (Co-opted member)  Shupin Liu (PGR Community Officer) |

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| Item | Action | Responsible | Due |
| 4 | LF to raise rep recognition suggestions with SU Voice Team. | LF | 26/04/2024 |
| 10 | SS to put OC in touch with Students’ Union trading team to help organise LSS event. | SS | 05/04/2024 |

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| Item | Notes | Action |
| 1.Welcome | SS welcomes members to the third ed executive of the academic year. |  |
| 2.Officer update | SS has been working on LBGT History Month throughout February, attended Parliament with Alastair (VP Societies and Sport), has been contributing to the work around the university structure over next 5 years, discussing priorities and how to maintain a sustainable environment for students, went out for recruitment for new EPMS school rep and welcome KB to the exec in the role. New incoming school reps have been elected and SS is going into 2025/25 as SU president.  SS partnered with LGBT+ society and LGBT+ Community Officer for LGBT History Month to bring the Queer Creativity Showcase and speed dating and there are photos from these events available on Facebook.  In terms of the National picture, there will be a general election coming up this year, SS and Alastair went to parliament to talk about housing crisis and issues such as it being unaffordable, lack of housing, poor quality of housing so this will hopefully feed into parliament’s work. The Sabbatical Officer team met with Member of Parliament of Runnymede and Weybridge, Ben Spencer, to discuss issues impacting students – there is a blog on the SU website with more detail. |  |
| 3.Student Leader Update | OC is busy with LSS work, been attending assessment future panels, looking at modules the departments wants to do. Interesting to see how other schools have approached it – looking at authentic assessments. Dealing with around 110 economics students who have signed a petition around the department dealing with exams.  KB has been in the role around 3 weeks and has been trying to reach out and engage with students at this point in the year. Engagement with students has been non-existent but will reach out to senior course reps asking for student feedback to take forward.  HK states that there was no turn out at the PGT coffee catch up and there is not much else going on apart from planning PG student week over summer . Hopefully engagement will be better there are students will be on campus working on dissertations so should be free to attend.  SS and HH reinforce that members are doing a good job in their respective roles and understand that engagement is low across the board. |  |
| 4.Academic Representation | SS outlines the current conversations taking place about reps and recognition, engagement and asks reps for thoughts on how they engage or what students engage with best.  OC messages reps before meetings and to gather feedback but sometimes no reps turn up to a SSAM so the meeting can’t run.  MG suggests that students don’t always realise that feedback needs to be raised before the meeting and instead students are just raising feedback during the meeting. Feedback that might be better off being raised during a complaints process is instead being brought to SSAM etc.  LF reinforces that the departments can be flexible in their approach to running SSAM. If students who aren’t trained reps attend a town hall and give feedback there then that is more useful than no reps attending a SSAM.  SS suggests that it may be worth reinforcing the way that the meetings run to ensure reps are aware of the process.  HK suggests that the rep recruitment should be more of an official process. Maybe there should be a CV to apply to make sure students are more dedicated to the role rather than simply signing up and being a rep.  LF talks about the code of conduct for accountability of reps and the reward and recognition for those who are attending meetings.  OC suggests a form of thank you for doing the work – can reps receive a free SU ticket or think of an alternative of people who might not want that. Members suggest rewards app or drink at COTS etc. LF will raise this with SU Voice Team.  KB shares that in EPMS there is EPMS network which is incentivised by £25 each time students turn up. Lots of people attend, different people attend each time to contribute ideas and they receive more feedback from a session compared with a SSAM. Upfront incentive also makes people want to come along but it’s also informal, so students feel motivated to share feedback. |  |
| 5.Changes to Rep Recruitment windows | LF updates reps on the new recruitment windows and process.  Members agree that it is clear and is a good idea. |  |
| 6.PGT Experience Policy Enquiry | SS states that RHUL currently have about 1000 PGT students and they are an underrepresented group so the SU launched the enquiry to see what can be done to improve their experience.  Recommendations went to Academic Board and were positively received and had feedback from Uni so focus is now on the implementation.  HH says that the SU will be working with the Uni and it should be student voice driven. HH was the lead Sabb on the enquiry and for 2024/25, it needs to be pushed by the Student Voice team and maybe get a Sabb involved to lobby the uni and keep them accountable to implement the recommendations.  KB spoke to London Graduate School students; they are upset that they feel left out and didn’t expect the experience they’ve received. KB asks if there are any events being run for them.  SS – talks about events recommended and SS and HK have spoken about events in summer tailored towards PGT students as they will still be on campus over summer. |  |
| 7.Speak Week outcomes | LF outlines the speak week education related points and asks members if there is anything listed that they’d like to be involved with or if they’ve heard feedback/been doing any work related to any of these points?)  MG is interested in the timetabling points as that is on her agenda as incoming VP Ed so will look into exploring that next year. |  |
| 8.School Rep Handovers | SS shares that School Reps should begin thinking about producing a handover for those stepping into the role next year. Eg who are the reps’ allies in uni, upcoming projects that reps been working on, anything that would help incoming reps. What else would they have wanted to know as a rep? The Students’ Union will be in touch with reps shortly about that. |  |
| 9.University Update | SS talks about assessment futures work; School Reps are invited to these meetings and conversations for a reason so they shouldn’t feel afraid to make their voices heard and relevant feedback is raised.  The uni is planning strategy for 2030’s – Uni are in the library this week talking to students about their strategy so SS encourages reps to go and speak and get involved.  HH has been working on campaigns such as Cost of Living, met the local MP with the Sabb team and is going to write to the education minister about part time students and their payment of council tax. Meal deal giveaway and was very well received. Has been working on the Never OK campaign and is going to lobby the Uni on some things and SU initiatives around what support can we give students etc – read action plan page on SU website. Mitigation policy with extenuating circumstances will be implemented for 2024/25, keeping the same extensions but introduce deferrals. (Deferrals don’t need evidence but how many deferrals can a student submit etc) HH to attend relevant meeting on 27/03 and will update members once it has happened and to handover info to MG for next year.  NB has delivered Alcohol and Drug awareness and Healthy Relationships campaigns and has planned and currently delivering Women’s History Month and lots of events and themes throughout the month to raise awareness/educate. Going to be launching a feedback survey and focus group around making sport and more accessible for women. Working with Alastair and the uni to introduce the Festival of Language and Culture in May with performances and dances etc. Ran an international student focus group but with no attendees, will launch a survey at end of the year instead. |  |
| 10.AOB | Rep BBQ will be taking place on Weds 22nd May, all reps and key contacts invited and there will be some awards and a chance to celebrate together at the end of the year.  OC has been given money by the School to organise a social event for LSS at end of term 3. SS to put OC in touch with Students’ Union trading team to help organise. |  |