

The Big Executive Minutes

Date & time	Monday 20 January, 5-7pm
Location	Windsor 0-02
Attendance	<p>Sharanya Sivarajah (President, SS) (Chair, SU Staff) Francesca Hailey (FH) (Secretary, SU Staff) Laura Black (LB) (SU Staff) Tony Logan (TL) (SU Staff) Daniel Curran (DC) (SU Staff) Lauryn Flemming (LF) (SU Staff) Madelaine Gray (MG) (SU Staff) Olivia Davies (OD) (SU Staff) Bana Asqalan (BA) (SU Staff) Elise Eriksson (EE) (Education) William Coote (WC) (Education) Ewan Strangeways (ES) (Education) Matthew Paterson (MP) (Education) Maia Brookes (MP) (Education) Atinuke Baker (AB) (SSO) Alissa Taylor (AT) (SSO) Sam Sattari (SS) (SSO) Julian Littleton (JL) (SSO + WCD) Anna Kantinan Tomongkhon (AKT) (SSO) Isobel Trapnell Hoyle (ITH) (SSO) Carmen Anderson (CA) (SSO) Eleanor Wooller (EW) (SSO) Chelsey White (CW) (SSO) Poppy Coates (SSO + WCD) Suhani Malhotra (WCD) Yash Chavda (YC) (WCD) Farha Rayammarakkarveetil (FR) (WCD) Piya Kher (WCD) Mohan Dave (MD) (WCD)</p>
Apologies	<p>Thomas Ostrowski (SSO) Clarice Wong (WCD) Mia Cavanagh (Education) Naomi Tchesse (WCD) Hope Allen (WCD) Rawand Al Hroub (SSO) Dominika Biel (Education)</p>
Absent	<p>William Coote (Education) Atinuke Baker (SSO) Piya Kher (WCD) Alan Grau Jori (WCD)</p>
Abbreviations	<p>Societies, Sports, and Opportunities - SSO Wellbeing, Community and Diversity - WCD Community Officer (s) – CO Wellbeing Workshops - WW National Student Survey – NSS</p>

	<p>Office for Students – OfS Any other business - AOB Students’ Union – SU (also refers to Royal Holloway Students’ Union, RHSU) Any other business - AOB</p>
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Item	Action	Responsible	Due
4	<p>MG to work on promotion and transparent comms for the NSS talking / emphasising the importance of the survey and how much the university considers this when making decisions. Additionally, MG is to circulate Executive feedback to the University and embed feedback into her own work in promoting Students to fill out the NSS.</p>	MG	Tuesday 28 January 2025
5	<p>The SU to provide a guideline for Student Groups on what they can do to make their events commuter friendly and working with Committee Members and Community Officers Officer to help Student Groups be as commuter friendly as possible.</p> <p>Additionally, the SU should consider, as suggested by AKT, the SU could have a workshop on how to make their society and events commuter friendly at their Student Leader Conference in June.</p>	SU Staff	June / September 2025
6	<p>FH to circulate the presentation to all Executive Members in the Minutes & Actions email post-Executive.</p> <p>Students asked to attend the OfS visit on Tuesday 4 February, 14:15 – 14:45 in Shilling Lecture Theatre to speak on how they will be holding universities accountable to their duties to students, with their regulations and priorities.</p>	<p>FH</p> <p>ALL</p>	<p>Tuesday 21 January 2025</p> <p>Tuesday 4 February 2025</p>
7	<p>Students invited to Sharanya’s focus group to rebrand the campus security team. Information to be circulated by FH in the Minutes & Actions email post-Executive.</p>	FH	Tuesday 21 January 2025
8	<p>Conversations and feedback that arose from the talk on the Priorities should be considered when Candidates interpret the priorities for themselves.</p> <p>Marketing and Comms for the Leadership Elections should be transparent and emphasise that the priorities should be interpreted to the Candidates desire allowing freedom to tackle priorities to support the Student Body.</p>	Marketing & Comms	Before nominations close for Leadership Elections, Sunday 9 February 2025

9	January Ratifications to be completed by all Members of the SSO Executive, President, SS and BA by Monday 27 January 2025. Any questions regarding January's ratifications should be directed towards FH or BA. FH to process the results.	SSO Executive Members, President, SS and BA	Monday 27 January 2025
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Item	Notes	Action
1	<p>Welcome & Introductions</p> <p>President, SS opened the Big Executive by inviting everyone to introduce themselves and which Executive they belong to. The Big Executive combined all three Executive: Education, SSO and WCD meaning that Members were meeting for the first time – the Welcome and Introduction enabled Students to get-to-know one another and provide an inclusive setting for the Big Executive.</p> <p>The attendance list in the table above mirrors the introductions given by the group in this first agenda item.</p>	None
2	<p>President Officer Update</p> <p>President, SS began by introducing herself and gave some facts about her experience at RHUL so far including why she chose to run to be VP Education, President and what she has learnt so far at RHSU.</p> <p>President, SS proceeded to break down her four manifesto aims:</p> <p>Student Safety:</p> <ul style="list-style-type: none"> - NeverOk campaign – tackle sexual misconduct and harassment, mandatory consent/EDI training, SU on Tour, SHAG week, shadowing SU security, working with Academics against assault – consent and active bystander workshop for students. - HelpNotHarm – Harm reduction campaign, Drug and Alcohol awareness week (w/c 20 Jan), shadowing SU security, lobbying for a harm reduction policy towards drugs and alcohol – working with director of student experience. - Safe routes for students – championing safe well-lit routes on and off campus, highlighted unsafe areas and will now have new/fixed lighting, student safety survey to identify where students feel unsafe and lobby local MP. 	None

	<p>President, SS is working with Molly Hanning from Academics Against Assault to support her campaigns on consent and active bystander workshop for students.</p> <p>President, SS took the University’s SLT for a walk around campus in the dark to show SLT a lack of Student safety and how it feels for Students walking in the dark – walked around campus and next up to Egham and Englefield.</p> <p>Drug and Alcohol Awareness Week (w/c 20 Jan)</p> <p>Overall, Student Safety is to ensure policies are in place to support both their physical and mental safety.</p> <p>Celebrating Students / Student Experience + Campus Facilities: Campus Unity Week, Liberation History Months, recognition and rewards schemes, presidents’ reception.</p> <ul style="list-style-type: none"> - Commuter student policy inquires. - International student insight report - Sport insight report - Estates planning committee - The revival of the President’s Reception at Summer Ball to recognise and reward Student Leaders. <p>Other bits and bobs: Chair of Board of Trustees – CEO annual appraisal, recruitment of new head of finance and resource, recruit new student trustee. Committees and meetings, NUS, graduations, open days and freshers, student experience and campus facilities.</p>	
<p>3</p>	<p>Previous minutes / actions</p> <p>This standing agenda item was introduced at the beginning of the 2024-25 academic year to keep the Sabbatical Officers accountable to their promises and actions by giving their Executive Members an opportunity to ask for an update.</p> <p>In the last rounds of Executives that took place in November 2024: MG: Check back in for next Executive around to see if there are any more thoughts or progress around student leaders and skills. Could you provide an update on this please. MG responded and talked about ‘shout about it week’ which aims to amplify skills and successfully achieved manifesto aims completed by School Reps and CO’s. OD: OD to take in the contributions made from the CO’s regarding Wellbeing Workshops and to use feedback to</p>	

	<p>develop the Workshops to support academic and inclusion communities. Could you provide an update on this please?</p> <p>OD responded giving context on WW explaining that they allow for students to access support 24/7 – she has brainstormed with COs on what would be beneficial for Communities – nighttime safety with PC + Advice centre feeling safe on a night out. As well, NT – will be hosting a session on wellbeing and faith.</p> <p>OD is moving forward with this action successfully.</p> <p>BA: No actions but you could update on the previous rounds of ratification including results, importance of reading papers and a reminder of processes (linking to what we spoke about before).</p> <p>BA responded that 6/7 groups were ratified within the last session – Cocktail Society were not ratified – reminder about checking ratification papers and stressed the importance of ratifications and reading the papers – 5 groups within this round.</p>	
4	<p>NSS</p> <p>MG began by explaining the importance of the NSS including the impact of the results explaining how the university consider the responses to the NSS – the results are a powerful tool for making change for future students. The NSS opens on Tuesday 28 January and closes Thursday 3 April 2025 and is to be completed by all final year Students.</p> <p>RHSU works with NSS to maximise the responses from the NSS and learn about the full experiences from university and SU. As well as the importance of honest responses to maximise Student Voice.</p> <p>MG asked the room ‘How to share promotional materials to get final year Students to complete the NSS?’</p> <p>SS – Commuter Students to communicate – personalised and tailored approached to each community that would target commuters and how that would work – emails targeted for student groups?? + incentives would help to get students + in-person groups to gather feedback and in person posters in areas on and off campus + in-person the library in the form of <i>SU on Tours</i>.</p> <p>MG responded saying posters will be up and the university will be doing pop ups to get the word out to talk about it.</p> <p>SS – Is it best to split up the NSS and making it specific to the student group. MG responded that this is an external survey so feedback but won’t happen but free text response boxes to help the wider student experience –</p>	<p>MG to work on promotion and transparent comms for the NSS talking / emphasising the importance of the survey and how much the university considers this when making decisions. Additionally, MG is to circulate Executive feedback to the University and embed feedback into her own work in promoting Students to fill out the NSS.</p>

	<p>Commuter Students can therefore tailor to their own experience.</p> <p>PC – Community Officers – group chats/ discord etc. CO’s can share with their communities. FR – followed this by saying that CO’s and Student Groups can advertise the NSS at events.</p> <p>SM – Ask lecturers and faculties to add a link to their lecture slides to increase the representation – MG responded saying that this is done in third year classes and is a good way of getting Students to complete.</p> <p>MB – Linkedin advertisement and promotion is a great platform to encourage final years to submit their responses as target audience is prime looking for jobs on the platform and will therefore be engaging with RHUL posts.</p> <p>CA – Students being forced to do it – not an option?? Spread the marketing to TikTok and Instagram reels – remember marketing to the people who don’t want to do it and market to them. MG – Class of 2025 stickers for the incentives surrounding + CW said the biggest incentive was being stopped given the emails.</p> <p>EW – transparency and the importance of the survey in making the decisions and how much consideration the university give to this. MG to do work in making this known – see actions for more details.</p> <p>AKT – Students and Lecturers are understanding of the importance + add links to importance and the survey on SU website and Moodle as they are common places final year students go to on a day-to-day basis.</p> <p>EE – Is there a budget that Schools or SU can use to help increase the incentivisation – who is responsible for the budget – MG – central marketing budget who deals with, but the main draw is there. Business school in 2024 – celebrating third year event + promotion for NSS. MG making sure Students are valued as finalises is importance.</p> <p>MP – Highlighting the good incentives – like the ones he has seen from the School of LSS.</p> <p>AT – Those that aren’t living on campus and the SU building and school buildings – letter boxes / 441 add advertising. This would help engage with Commuters and</p>	
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	<p>third years who come from the local community + reinstate the importance of the survey.</p> <p>SS – Pizza exchange, would this work?</p>	
<p>5</p>	<p>Commuting Student experience: Update & Process</p> <p>President, SS asked the room to think about the questions asked in the presentation and wanted to know the needs and wants of Commuter Students. Term 1 survey and the PowerPoint analysed the results. 2027-2023 – 27% - 40% sitting at 5000 Students. Slide 6 provides reasons on why Students choose to Commute including accommodation. Some Students who want to live at home – financial reasons were the largest reasoning as to why Commuter Students chose to commute. The comments however do speak to a range of different issues and the difference between necessity and choice.</p> <p>Slide 10 and the main issues facing Commuting Students now ranging from financial to cultural, highlighting the difference between choice and necessity.</p> <p>Why do they not join the Commuting Students Community? 3% had joined from the response.</p> <p>Commuter and events – money to travel on an additional day seem pointless for many students. – Commuter and events slide – why are the events not appealing Students?</p> <p>1.) How can we adapt our activity to be more accessible for Commuters?</p> <p>FR – Earlier events that end about 10 rather than too late to ensure that Commuter Students come along + having the time to spare on days were classes are less – non-alcoholic events are better for Commuters and make events more inclusive. SS understanding when and what time Students are on campus is imperative to this.</p> <p>CA – Consistency with events – School of PDA hosts pizza lunches covers them with lunch but also has something regular to look forward to – having that in their routine is solid and can help – same time and day helps.</p> <p>ITH – Sports clubs and how this can help – how those travelling from different ways can make expense claims! Making discussion on how Commuter Students are included in those sporting events and a better placement. Where are Commuters supposed to hang and</p>	<p>The SU to provide a guideline for Student Groups on what they can do to make their events commuter friendly and working with Committee Members and Community Officers Officer to help Student Groups be as commuter friendly as possible.</p> <p>Additionally, the SU should consider, as suggested by AKT, the SU could have a workshop on how to make their society and events commuter friendly at their Student Leader Conference in June.</p>

	<p>encouraging Student Leaders to think more about their commuter members.</p> <p>AKT – Incorporating a lunch event with the Market and having Tommy’s as a specific event – some sort of discount for Commuting Students.</p> <p>SS – Is it possible to work with the council to help subsidise the cost to help Students get to campus – work with local council to help make it cheaper for Students and incentivise being on campus. + Subsidise the cost for Commuters and if they leave earlier then they should get a discount.</p> <p>MB – Packhorse to have offers during the day on soft drinks to entice commuters but also helps their pricing and Commuters’ experience.</p> <p>SS asked the group how this linked to volunteering and Student Leader positions?</p> <p>PC – For societies more online or hybrid events. More societies to do that – make Commuters more aware about the day and night sections on the SU website. + travel series on commuter students and being a student leader and a commuter student. + emphasising the importance of non-transactional spaces online + communicating that with Students. + feedback on those spaces.</p> <p>SS if a Commuting Student has a gap between lectures – where is the best place a Commuter can go? SS responded saying that group chats could be utilised to allow for a more informal way of communicating about spaces, communities, and events. EE Simplifying the events calendar on the events calendar as can sometimes feeling overwhelming. EE suggested listing things by day and filtering in by day rather than ‘type of event’.</p> <p>KT – Newsletter or board in the library to advertise events for Commuters.</p> <p>MP – WhatsApp’s for Commuters in LSS and PG’s don’t join in but the UG did and there was great success with that – this links and supports SS’s comment.</p> <p>JL – A guideline on what makes an event commuter friendly and working with the Officer to help Student groups be as commuter friendly as possible.</p>	
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	<p>FR – Whatson Instagram can have a specific Commuter angle.</p> <p>CA – Event proposals for Student Groups to be approved quickly and therefore able to advertise further in advance and a streamline of processes would make it more accessible. MTS gave the Commuter Students a calendar for the term as this allowed them to prepare for the year and reinstates and routine. BA responded saying that the Student Ops team is aware of this and working on it as part of her manifesto.</p> <p>ITH – Followed this up and before Community elections – there could be drop-ins with those running and make it commuting specific. This allows for commuters to understand and gage whether they think its successful and easy for a commuter.</p> <p>2.) How can the SU lobby the university to get Commuter Students interested and engaged?</p> <p>FR’s Commuter centric timetable. FR gave an example that some students only have one lecture and need to come to campus for just one lecture which is a waste of time. A commuter centric timetable would help solve this and make the student experience better. Changing the processes.</p> <p>EW – each half term is planned and weekly socials for societies that fit in a general risk assessment – societies could do it all and then post in advance to circulate the events.</p> <p>MP – Find the quiet times that Student groups can make the most of to allow room for this.</p> <p>ITH – Condensed timetable and the importance of that that would benefit Students, groups, and Students with part-time jobs.</p> <p>PC – Calendar month on the SU website for visible ease and quick access.</p> <p>AKT – Streaming events online for Law Society and SU could have a workshop on how to make their society and events commuter friendly at their Student Leader Conference in June.</p>	
6	<p>OfS harassment and sexual misconduct policy</p> <p>Due to time, this agenda item was skipped and the presentation as well as information on how the OfS will be visiting the Egham Campus will be circulated to</p>	<p>FH to circulate the presentation to all Executive</p>

	<p>Executive Members post-Executive. Further information for Students can be found the RHSU website as well as Students asked to attend the OfS visit on Tuesday 4 February, 14:15 – 14:45 in Shilling Lecture Theatre to speak on how they will be holding universities accountable to their duties to students, with their regulations and priorities.</p>	<p>Members in the Minutes & Actions email post-Executive.</p> <p>Students asked to attend the OfS visit on Tuesday 4 February, 14:15 – 14:45 in Shilling Lecture Theatre to speak on how they will be holding universities accountable to their duties to students, with their regulations and priorities.</p>
<p>7</p>	<p>Student safety survey update</p> <p>President, SS – another reason is people may injure themselves on the back gate trying to climb it. + prioritising student lock outs and how is this processed and how is it managed? SS responded that a review of security would change this and address these issues – conversations are happening around this. There needs to be a level of security, and these can be limited – discussion at a committee – TL responded saying that lockouts are major here and what are they doing differently and a technological solution that needs to be considered.</p> <p>CA – positive reinforcement</p> <p>JL – Trial would allow for trends and hotspots in the back gate being used. Would the card record the trend of Students going both in and out?</p> <p>EE – Speed limit on Egham Hill is an issue and how unsafe it is but also the importance of addressing this issue. + question about the two-week trail – Student ID card / key cards to open the back gate. SS said that Students will use the ID cards + she will address this when she prevents to the university.</p> <p>CW – gave an anecdote about spare cards and how this there aren't any spare cards.</p>	<p>Students invited to Sharanya's focus group to rebrand the campus security team. Information to be circulated by FH in the Minutes & Actions email post-Executive.</p>

	<p>For more information on the Student Safety Survey including results and actions, Students should visit the RHSU website.</p>	
<p>8</p>	<p>Priority 8</p> <p>Context on Priority 8: Rationale: Removal of manifestos and addition of RHSU priority 8 We want to determine exactly what to focus on Manifestos can sometimes be too similar or unrealistic.</p> <p>How does it work: Data analysis in term 1 to identify 20 common issues students are talking about. Sign off at the big executive in January. During Leadership Elections, students will rank priorities. The top 8 will become the Union’s priority for the following academic year.</p> <p>Sabbatical Officers: Will outline briefly why they are running for the position and what skills/experience they have that would enable them to be successful if elected. They will list their top 8 priorities and for the top 3, identify 2 or 3 actions they would like to achieve to address the issues.</p> <p>Part time officers: Outline briefly why they are running for the position and what skills/experience they have that would enable them to be successful if elected. Community Officers – May Community Elections</p> <p>What happens next?</p> <ul style="list-style-type: none"> - Sabb induction – priority 8 workshop to identify next steps and officer involvement. - Each priority will be assigned to a student executive where progress can be discussed. - Report shared with the Uni senior leadership team and published on SU website for transparency. - Priorities working group will be formed where all campaigns will report into. <p>Where are we getting the data from?</p> <ul style="list-style-type: none"> - Speak week responses. - Rate your union 2024. - Policy inquiries and insight report surveys - Executive minutes 	<p>Conversations and feedback that arose from the talk on the Priorities should be considered when Candidates interpret the priorities for themselves.</p> <p>Marketing and Comms for the Leadership Elections should be transparent and emphasise that the priorities should be interpreted to the Candidates desire allowing freedom to tackle priorities to support the Student Body.</p>

	<ul style="list-style-type: none"> - Staff student action meeting analysis - External data eg NSS - And more <p>LB clarifies that liberation issues wouldn't be included in priority 8 – the SU will always be doing that work so isn't a requirement to factor into this work.</p> <p>This item approves the priorities, why they are on there and a chance for Exec Members to know why they are on / need any clarifying on:</p> <p>Ensuring the elections are as student-led as possible and that's where this comes in on the agenda. The priorities are meant to reflect what Student really want.</p> <p>SS – Feedback on no mention about the library being 24/7 – should be advocacy on the library and ensuring that it is always open – SS asked why this wasn't on there and expressed the importance of the library being 24/7 for all Students and especially commuters. LB asked if MG wanted to come in on that. MG agreed with SS that the student experience would be enhanced by the library being open 24/7. MG argued back about the staff is the reason why they don't save as much money – not being 24/7 does save money – decision made is based on budget – decision was made this year without student feedback and therefore MG has been advocating on that behalf. MG will be raising this feedback yet again and how it would have been useful for the library to be open in exam period during Jan. This can be brought up and extracted as a specific issue on the 'advocating for more student spaces' on campus and this can be fought on this behalf for someone choosing this as a priority.</p> <p>CA – What is there for Soc Sport? LB argued back that this was curated based on priorities rather than for roles and that Candidates can interpret the priorities based on the issues that matter to students but looking at how this can be shaped by the role of VP Soc Sport. Further the priorities give more for a better and a well-rounded picture of what the candidate is and looked + allow them to put their lobbying efforts someone else too + hoping this gives more opportunity whilst also making an impact on how this can help student groups - ways that these points can then be broad and then focus on Student Communities. Before work is predefined that it is hard to make change, but this change would allow for change to happen.</p>	
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	<p>CA then asked if this is the same for all roles? LB responded with yes and candidates can interpret things in different ways and there is an op for room and better democracy.</p> <p>EE – What about the other roles? School Reps won't do the Priority 8 part and rather, give Candidate statements and building a manifesto is not as accessible but answering basic questions allow for easier.</p> <p>KT – Support for International Students – emailing international advice only gave guidance from Gov website and could there be a specific example for this. LB responded saying that liberation issues are not included as will always be advocated for. Why it isn't included.</p> <p>PC – Asked with items like improve parking on campus – how does this impact the flexibility? Can this be that flexible? LB responded further saying that this is something that can still be done and things can look different depending on the candidate and that's the beauty of the interpretation of priorities. If Students are saying one thing and some are not, then how does this impact the priorities – The new Priority 8 does not stop the work and the ongoing work of the Sabbs – if facilities are where it's at then that is what the priority should be.</p> <p>SS – Too much variety at SU nights can lack consistency and this might be prohibiting Student from attending.</p> <p>The role of VP Soc and Sports is diverse, and the priorities listed can be interpreted by the Candidate to support and nurture the growth and development of Student Groups.</p> <p>The 20 priorities were approved by Executive Members and can therefore be voted on by Students to choose their top 8 for 2025-26 academic year in the Leadership Elections.</p>	
<p>9</p>	<p>AOB</p> <p>January Ratifications - BA reminded SSO Executive Members to complete the January ratifications and the importance of reading papers before submitting responses to ensure that groups are being the best opportunity to be ratified and can receive in depth and relevant feedback if they are unsuccessful.</p> <p>The ratification window and the deadline close on Monday 27 January 2025 – FH to process the results.</p>	<p>January Ratifications to be completed by all Members of the SSO Executive, President, SS and BA by Monday 27 January 2025.</p>

	<p>Leadership Elections – LB promoted the Leadership Elections and encouraged Students to nominate themselves by Sunday 9 February. Students can find out more information on the Leadership Elections including job descriptions for the roles on the RHSU website.</p> <p>Commuting Students Community Officer Co-option – The SU will be running a co-option for the Commuting Students Community Officer. The new Community Officer will be in place from Feb – May 2025.</p> <p>The Commuting Students Community Officer role sits within our Inclusion Communities. In this role, the CO will organise events for the Commuting Community, represent the community at the Executives, and foster a sense of belonging for Commuters by engaging with the Network Membership.</p> <p>Students interested in the role should apply by Friday, 7 February. If successful, a member of the Voice Team will contact you with details on what to expect next. For more information about the role, check out the Commuting Students Community Officer profile on the RHSU website or email us at Voice@su.rhul.ac.uk.</p> <p>Link to the form - https://forms.office.com/e/50pqW2Ht0Z</p>	<p>Any questions regarding January’s ratifications should be directed towards FH or BA. FH to process the results.</p>
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