

**WCD Executive Minutes**

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| Date & time | Wednesday 22 May, 17:00-19:00 |
| Location | Moore 0-16 |
| Attendance | Nisha Bundhun – VP Wellbeing & Diversity (Chair) (NB) Francesca Hailey – Community Engagement Coordinator (Secretary) (FH) Hannah Hockin – President (HH) Sharanya Sivarajah – VP Education (SS)Olivia Davies – Women Students Community Officer 23/24 (OD) Naomi Tchesse – Students of Faith Community 23/24 + 24/25 (NT) Muscab Salad – Black & Global Majority Students Community Officer 23/24 (MS) Piya Kher – Black & Global Majority Students Community Officer 24/25 (PK)Farha Rayammarakkarveettil Fysal - International Students Community Officer 24/25 (FF)JJ Littleton – Disabled Students Community Officer 24/25 (JL)Poppy Coates – Women Students Community Officer 24/25 (PC)Mohan Dave – LGBT+ Students Community Officer 24/24 (MD)Damita Saboor – Co-opted Member (DS)Katie Green – Strategic Policy Manger (KG) |
| Apologies | Alana Penney – Disabled Students Community Officer Yash Chavda – Commuting Students Community Officer  |
| Key for shorthand | Student Union (SU) Mental Health Week (MHAW) Cost of Living (COL) Community Officer(s) (CO)  Black History Month (BHM) Disability History Month (DHM) Women’s History Month (WHM) Liberation History Month(s) (LHM) Royal Holloway (RH) Member of Parliament (MP) Sabbatical Officers (Sabbs)  |

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| Item | Action | Responsible | Due |
| AOB | * CO’s 23/24 to promote the Rate Your Union Survey.
* CO’s 23/24 + 24/25 to promote and vote on the two ideas submitted for Bright Ideas
* FH to arrange Conversations about Race (CAR) with RHUL’s EDI Team for Community Officers 24/25 in June 2024.
* CO’s 23/24 to complete and return CO handovers to FH by the end of term 3
 | CO 23/24CO 23/24 + 24/25FHCO 23/24 | Survey end Sunday 26 May. Voting for Bright Ideas closes on Sunday 2 June.CompleteTuesday 4 June 2024  |

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| Item | Notes | Action |
| 1 | **Welcome** |  |
| 2 | **APP Presentation delivered by Katie Green:** KG introduced the APP Plan and gave context on the strategy and where the gaps are – overview. Target areas for RHUL is access based on IMD and increase applications from most deprived areas of country – 20%. For success, trying to improve mature Student participation and attendance. Further, results of students when they are at RHUL.Th presentation moved to thinking about personal support, sense of belonging etc. Broken into short-, medium- and long-term gain and researching this through deep diving. Transition Intervention Strategy - focus on transition and induction. KG broke down the deep dive slides on the transition intervention strategy. Lived experiences are being used because of extensive research. KG then asked for feedback from WCD Members: NT:* 1st year transition is key for safety and accessibility of Students
* Focusing on International Students and minimising the stress of fees. Financial worries prohibiting enjoying freshers – help integrate in first term.
* Tutors going on wellbeing course – partnership between Student and Tutor.

DS:* Specific circumstances give specific focus groups to find what RHUL can do to help certain groups transition.
* Long term impact and gaining information after graduating.

FF:* Curriculum change for international students + accommodation

PK:* contact hours with tutors – consistency with contact hours and tutors. Tutors to be more proactive.

PC:* Again, brought up consistency with contact and personal tutor hours

OD:* Again, brought up consistency amongst all departments and school.
* Further thought timetable and reading list to be brought out before and saw it as a great idea. PowerPoint and slides. I chose to disclose – Students will need to be more aware of what it means to disclose – would this get attention from Students? Thinking about the welfare of Students.

JJ: * EDI champions in departments / schools need to be Personal Tutors who trained on EDI? Need for Personal Tutors to have EDI training if not already. At least understanding where to signpost.
* Applications for DSA\* - support for the application and the pre-application process.

**To find out more, click** [**here**](https://www.royalholloway.ac.uk/media/14282/royal-holloway-university-of-london-app.pdf)**.**  |  |
| 3 | **Officer Update**NB gave an update on the last two months including: * Soc awards
* NUS conference – deciding NUS priorities for the next year with Sabbs
* Mental Health Awareness week with Advice Centre - the theme of movement
* Wellbeing fair: Students were able to see what alternative support is there for them on campus.
* Stress buster campaign – library event space events and events focussed on the library. + articles that came out during the campaign.
* Festival of Languages and Cultures – hopefully happening on an annual basis going forward.
* New chaplain, Daniel
* International Student Survey – run a survey in term 3 ahead of running a report next year on the international student journey. 4 questions on this survey that will be circulated in term 3.
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| 4 | **Student Leader Update**OD:* Women's History Month in March
* Woman of the month for May

NC:* Making and networking with a small team of Students ahead of her role for next year and creating ideas and marketing to prepare for next year.
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| 5 | **Welcome new members and new VP Wellbeing & Diversity, Olivia** FH offered pronoun badges to members who wanted one to begin the introduction process. All new Community Officer’s present gave details of their name, CO position, degree and what they’re excited about.  |  |
| 6 | **President Manifesto Reflection & Officer accountability**1. Gave background on Presidents' presence
2. Student Safety: SU Security, shadowing, 100% bag and person trail
3. Wellbeing: Sexual Health Awareness & Guidance (SHAG), Drug and alcohol awareness week, NeverOk campaign University wellbeing department student insight report.
4. Cost of Living: MP visit, social media campaign ‘Thrifty Thursdays’, cost of living lunch event, supported university national student money week.
5. Extenuating circumstance: Project board, helped develop and promote EC survey.
6. Official business: Events, chairing and other.

NT questioned about the extenuating circumstance and concerns over the new process and evidence. HH explain about how the evidence process will be changed and more support will be available. How will this information be told to Students. **To find out more about HH’s term as President, please click** [**here**](https://www.su.rhul.ac.uk/voice/officers/president/)**.**  |  |
| 7 | **VP Wellbeing & Diversity Manifesto Reflection** 1. Inclusivity and building a sense of belonging on campus: The many different events, projects and campaigns NB has hosted and supported throughout the year. Specifically highlighting the summer skills placement programme.
2. Enhance / expand mental health support and raise awareness. Hosting many campaigns throughout the year to raise awareness to the support available from RHUL and the SU e.g. the Wellbeing Fair.
3. Student feedback from underrepresented student groups including focus groups, surveys and working with the university to represent underrepresented groups based off feedback given during campaigns, focus groups or surveys.

**To find out more about NB’s term as VP Wellbeing & Diversity, please click** [**here**](https://www.su.rhul.ac.uk/voice/officers/vpwellbeing/)**.**  |  |
| 8 | **Campaigns annual overview** NB presented and spoke about the different campaigns throughout the year. All positive feedback and NB was celebrated by the members for the work she has put into her campaigns throughout the year. HH asked for feedback on campaigns and how CO’s can increase engagement next year. DS: * DS spoke about the international focus group and the good impact of that. But asked how we can increase the engagement.

FF:* Increasing turns out – how can increase turn out and student participation.
* Strong presence at Freshers fair

SS asked what would make students turn up? * Connecting CO with EDI leads in schools next year and putting in partnerships with them to increase awareness.
* Collaborating with societies to increase engagement is key to getting high student attendance

HH – Do students go on the website if they’re only looking for it. Hence why pop up at the library can be so impactful by bringing events to themNT:* Suggested creating a partnership between CO’s and societies to increase the voice of students.
* Transparency about what the role entails and how CO’s can help Students.
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| AOB | * Push for all CO’s to promote the Rate Your Union Survey. The survey is open until Sunday 26 May – share with Communities.
* Similarly, voting for Bright Ideas is open and Students have until Sunday June 2 to vote on the two ideas submitted by Students.
* FH asked all CO’s about whether they would like to attend a Conversation about Race (CAR) session hosted by the EDI Team in June.
* Reminder about training for new CO’s. CO’s have a two-part training at the end of term 3. The first training session (induction) for CO’s is on Tuesday 28 May from 16:00-18:00 and the second is the following week (EDI and campaigns) on Tuesday 4 June from 16:00-18:00. Both training sessions will be taking place in Inter – 243.
* Reminder about CO handovers 2023-24 to be returned to FH by the end of term. FH reminded the group that she sent a handover template that can be used to structure the CO handover but if CO’s have already written a handover, it’s great but a reminder to include information on social media, helpful facts, campaigns planning, and any information CO’s thought was useful during their annual post.
* End of year thank you meal. A reminder that all CO’s from 2023-24 have been invited and are encouraged to attend their end of year thank you meal at the Packhorse (room 2) on Tuesday 28 May from 18:00. Additionally, WCD members are welcome to attend the Exec drinkies that will be hosted at the Packhorse form 7pm on Thursday 23 May.
 | COs from 2023-24 to complete handover and return to FH by Friday 7 June. FH to let EDI Team know that CO’s confirm they want to attend a CAR session |