**Date:** Wednesday 25th September 2013

**Time:** 4pm-7pm (1st hour is for member training)

**Location:** Docklands Campus, Sports Dock, SD1.14

**Agenda**

1. **Apologies for absence:**

No apologies received

**2. Election of Chair and Vice-Chair**

Brief discussion

(See appendix)

**3. Minutes of last meeting for ratification as a true and accurate record**

1. 8.11.12
2. 4.12.12
3. 10.02.13
4. 12.03.13
5. 09.04.13
6. 08.05.13

**4. Matters arising**

**5. Sabbatical Officer Reports and Question Time**

To be received at the meeting.

**6. Motions**

No motions were submitted

**7Any other reports to be received by Council**

No reports were received.

**8. Any other business**

 Announcement on sundries and travel

Date of next meeting: Wednesday 16th October 2013, 5-7pm at the Stratford Campus

**Agenda item:** 2(a)

Minutes: 08.11.2012 – Draft

1. Apologies for absence received from Shakira, Rasha, Maria, Jonas, Hennah
2. The following minutes of Student Council were noted as accurate and ratified.
	1. 16.10.12
	2. 27.09.12
3. There were no matters arising from the previous minutes
4. Officers’ Report
	1. **Stacy Hall** (written report)
	2. **Denise Iwuoha** (Oral)
	3. **Hani Assi** (Oral)
	4. **Mohammad Sabuj** (Oral)
	5. **Imran Hossain** (Oral)
5. Motions

Chair’s Aid explained that any motions would be debated according and then she went on to explain the Debating procedures according to the Union’s Bye-Laws.

* 1. Trustee and Council Chair Position Proposed by Friday Obodo

Motion was passed

* 1. Attendance Monitoring System proposed by Stacy Hall

Chairs’ Aid explained that 2 amendments had been put forward.

Both amendments were passed.

Amended motion was passed.

1. Any other business
	1. Chairs’ Aid invited the newly elected councillors to attend training programme reps skills development training
	2. Chairs’ Aid also invited the Councillors to the AGM- ASC- 28th November 2012, she also asked them to advertise this event to the students. This was reiterated by Sabuj.
	3. Sabuj also explained that there was an under spend in SU event budget and that the Councillors should get together and organise as activities, events and campaigns for students.
	4. Sobere Etete raised the issue of part of the library closing down or being inaccessible after 8pm. The Chair suggested that, since this issue affected a large number of students, this needs to be taken up in a separate meeting between the Officers and Sobere.

The meeting finished.

**Agenda item:** 2 (b)

Minutes: 04.12.2012 – Draft

1. **Apologies for absence** received from Denise Iwuoha.
2. The following minutes of Student Council were not considered as the meeting was not quorate.
3. 08.11.2012
4. **Matters arising from the previous minutes included:**
	1. 4C Sabuj commented that the meeting was with the Registrar of RDBS and Combined he did not attend the meeting with Hani, but with Imran instead.
	2. 4d Sabuj said that the meeting was with the Academic Board not with ADI Dean; he also informed that Denise is dealing with the matter at the moment.
	3. Sabuj reported that, in his opinion, the Students’ Union (UELSU) could expand number of activities in view that appropriate budgets are available. He invited all members to organise more activities.
	4. Andreas informed that Hellenic Cypriot society (HCS) was planning event on Saturday and asked all for support.
	5. Seyi reported organising a Xmas party; she thought that there is need to increase awareness about the Students’ Union. She also said that planning for other events in Semester B 2012/13 (i.e. Easter Ball) would be a better way to spend available in 2012/13 money.
	6. Sabuj commented that in Semester B 2011/12 Summer Ball was cancelled and said that he wanted to organise a Xmas party ‘to say thanks on behalf of Students’ Union.’
	7. Seyi suggested working ‘as a whole’, creating a ‘buzz’ and ‘going for a bang’: sending emails, flyers. Sabuj explained that the party he was talking about was a party for Council members on 14/12/12.
	8. Stacy added that also there was an idea to organise a Xmas party for student’s parents, however, due to difficulties in coordinating the party it was cancelled.
	9. Student informed that with students’ contributionthe UELSU was ‘impacting positively our lives’. He said that societies have strong connections with UELSU while some members see societies as separate from UELSU. He suggested having few society representatives within the Council.
	10. Andreas commented that organisation of Xmas party was a last moment event. He said ‘there are seats still available’ for the event HSC was organising. Andreas suggested using events to promote UELSU.
	11. Sabuj thanked Andreas for invitation and said that he could not attend the events. Other members informed that they cannot attend/attend late on the date mentioned by Sabuj.
	12. Chair informed that Miles (Societies and Cultural Activities Coordinator) send an email regarding UEL Xmas party on 10/12/12. However, not every councillor was aware. Imran commented that the party was not UELSU event. Sabuj said that perhaps the event was organised by one of the societies. Student commented that there were communication issues as councillors were not aware
	13. Seyi proposed that society organisers should create a buzz re the party. Imran supported the proposal and suggested to bring it to the Societies Committee.
5. **Officers Reports**
	1. Stacy Hall (Written report)
	2. Denise Iwuoha (written report)
	3. Hani Assi (written report)
	4. Imran Hossain (written report)
	5. Mohammed Sabuj (oral report)

**Stacy Hall - Questions and comments**

* + - Daniel asked about UEL policy re children on campus. Stacy replied that policy was outdated and should be changed (one of her first priorities).
		- Seyi informed that students who require breastfeeding facilities on campus were spotted in the places not suitable for breastfeeding**.** Stacy said that she tried to find the room on campus but it took a while and quite few members of staff were dealing with her enquiry. Finally she was able to locate the room but it was a remote unlocked room, with unpleasant smell and some equipment stored in the room. Stacy said gaps in services, facilities and support for students parentswould be brought to the attention of the Student Experience department.
		- Stacy asked Student Parent Officer (SPO) who was present at the meeting about unsuccessful attempts of Denise to contact her. SPO replied that it was during summer vacation.

**Hani Assi - Questions and Comments**

* + - Andreas informed that he has spoken to Jacqui Mitchell (UCU) and said that workload of the UEL tutors has increased; they also need to deal with increased number of appeals. UEL students and staff should work in less stressful environment, UCU and UELSU should act together.
		- Answering question Hani said that there were no issues with attendance in Stratford. Student asked about large number of withdrawals (170) at the HSB School. Hani replied that out of 170 more than 100 students were not enrolled and around 70 were deregistered and withdrawn. Andreas brought own case saying that 2 warning emails were issued incorrectly: first during the strike and second when tutor was not able to attend. The system seem does not work properly. Andreas added that allowed number of missed sessions (3) was too small.
		- Seyi said that attendance policy system was ineffective. All parties required to work on it and to be involved in implementing the policy. Seyi also said that feedback given during marking of students’ work was not indicating why students’ work was marked at certain level. Hani commented that issues re feedback were raised at the Learning committee and it was recorded in the minutes.

**Imran Hossain - Questions and comments**

* + 1. Seyi asked whether there is a Fresher’s week in February 2013. Daniel replied that as per Miles’s email Re-Fresher’s fairs take place 5/12/12 in Docklands and 7/12/12 in Stratford.

**Sabuj - Questions and comments**

* + - Thanked all for their hard work and welcomed new Council members.
		- Sabuj said that he has attended Board of Governors and handed out student petition and made a speech on behalf of the group of the students.
		- Few months ago there were issues with pay of PhD students. HR confirmed that students were paid £50 per lesson, however, they were not getting paid for preparation and marking, so Sabuj raised that issue and there is a progress.
		- Further Sabuj gave info on his involvement in Learning and Teaching campaign. Part of that would be a survey which would help to make a real change for students (handed out).
		- European Computer Driving Licence (ECDL) which was free for students before now cost £200. Sabuj raised the issue with VCG. He met Dusty Amroliwala (Pro Vice-Chancellor) and Dusty confirmed that it was in pans to make ECDL free for students.
		- Academic caseworkers are under pressure at UELSU due to increased number of enquiries. Sabuj asked whether UEL could provide an additional funding for an Academic Caseworker at UELSU. UEL agreed
		- Sabuj informed that a campaign was planned to promote elections and general meeting.
		- The campaign re Costa and Starbucks (outlets on campus). In Sabuj’s opinion, the outlets should employ more students and offer fair prices; the main concern was, however, ‘unfriendly staff behaviour’. Student Parent Officer informed that there were student complains about slow service, limited choice etc. Andreas said that the minimum charge for the card payments was high and given examples from other universities where minimum payment for card transactions was £2.50. The staff at the outlets tried to stop distribution of Greek coffee during event on campus. This type of coffee was not on sale at the outlets and HSC was offering it for free. In addition other companies such as Domino Pizza were allowed to sell their products during events. Daniel reported that despite high prices alternatives were available on campus i.e. tea for £0.90 and sandwiches from John Smith shop. Sowerie (?) suggested to collected feedback from people directly involved, relay that feedback to the outlet managers and then give them a reasonable amount of time to make the changes. Sabuj explained that that was his approach too.
		- Seyi reported that canteen microwaves were not available to the students to warm up their food. Sabuj agreed that facilities should be provided to meet this type of demand and informed that microwaves were available to use for students in UELSU Stratford offices.
1. Any other business
	* Daniel has given example from AVA when UEL facilities were understaffed. He said that staff At AVA (Fred) was assisting with printing jobs for students during his lunch break. Hiring a new member of staff would be a solution to the problem, in his opinion. Sabuj recommended that Daniel should contact Stacy.
	* Seyi said that Re-Fresher’s in February would be fantastic; however, there were normally fewer companies involved and fewer activities available to students. Imran commented that fewer students starting in February, it is more about giving societies opportunities to recruit new members. Student Parent Officer said that a better promotion of the Re- Fresher’s Fair would be necessary; Seyi added that UELSU should invite more external organisations and get assistance from the UEL. Sabuj suggested carrying out relevant surveys and organising a Refreshers Party.

The meeting finished.

**Agenda item:** 2(c)

Minutes 19.02.13 – Draft

As either the Chair or Vice-Chair were not present Paulina stepped in as Chair

1. **Apologies for absence was received from** Denise, Maria, James, Hani, Stacy, Edna, Michail
2. The meeting was not quorate

Minutes of previous meetings were discussed

1. a.) **Matters arising from the student council meeting held on the 08.11.12**
* Not many Student Councillors have approached have Sabuj about running events
* Areas of the library are now closing at 11pm instead of 8pm
1. **Matters arising from the student council meeting held on the 04.12.12**
* Sabuj reported that no Xmas party was arranged due to lack of interest from Councillors
* Page three and five was corrected, because a Council member commented that the Hellenic Society should carry the acronym HCS rather than HSC.
* Sabuj reported that PhD student issue is still ongoing with UEL HR
* Still working on getting ECDLs returned to free
* Council member enquired if the Caseworker post has been filled. Sabuj was unsure and would check with the Advice Service Manager
* Adrian asked if Sabuj has met with the Campus Trade Unions. Sabuj informed Council that this meeting has not happened yet.
1. **Officers Reports**

**Sabuj – Questions and comments**

* + Sabuj reported that UELSU has adopted a single sign on system to make the voting process easier for our elections.
* Sabuj asked Councillors to help promote the General Meeting by doing stalls in the days leading up to the meeting.
* Sabuj reminded Councillors to make use of the campaigns budget.
* Shakira asked if she could access some funding for help with her campaigns. Sabuj asked her to come to see him to arrange this.
* Adrian mentioned an inter London SUs sports tournament that he would like some kit paid for by UELSU.
* Imran has been doing Induction Talks for new students, particularly International students to promote the SU.
* Imran has continued to work with the Business School to create more academic societies.
1. **Motions**

As the meeting was not quorate, motions could not be discussed

1. **Any other business**

Sabuj encouraged Councillors to attend the Cultural Show taking place on Friday 22nd February at Docklands.

Paulina reported that some staff at Costa was not very friendly with students and one of the staff asked a group of students not bring non Costa products into their shop. Sabuj plans to put a motion concerned Chartwells to the next General Meeting.

The meeting finished.

**Agenda item**: 2 (d)

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Minutes 12.03.13 – Draft

Present: Michail, Imran, Adrian, Sobere, Stacey Mensah, Daniel de Sosa, Denise, Sabuj, Friday, Siddarth,

**1. Apologies for absence were received from:** Stacey, Paulina, Seyi, and Shakira

**2.** The meeting was not quorate

**3**. Matters arising from previous minutes were discussed but not approved as the meeting was not quorate.

**4. Officer Reports**

**Sabuj**

* Sabuj reported that he has asked the University why two students were asked to leave one of the catering outlets and submitted a motion to the recent General Meeting, which was not quorate.
* Sabuj mentioned that the turnout in the recent elections was 15% and thanked all candidates for their work in making this the most successful elections ever. He also congratulated Friday on becoming the next President of the Students' Union.
* Sabuj has been discussing with VCG about going back to ECDL courses being free for all students, instead of the student paying
* Security at Docklands campus - due to the public right of way, closing off the campus would be difficult and Sabuj intends to meet with local MPs and Councillors to find a solution.
* Sabuj and Denise are working with the Library to help promote the range of different services, especially e-books that they offer to students. This campaign will begin the week of mid April 16, 18, and 19 handing out flyers and completing a survey.

**Imran**

* Imran met with the Dean of the Business School to discuss more funding for societies and will be meeting to discuss how they can make the personal tutor system more effective.
* Imran has been promoting the Student Led Teaching Awards amongst students.
* Imran has been chairing the Societies Committee
* The Business School has raised the number of UCAS points for entry to the School.

**Denise**

* Denise has been working on extended the opening hours of the computer room at Duncan House, from 9pm to 11pm or midnight
* A student asked Denise to talk to the Law school to extend a deadline for two weeks which has been agreed.
* Has been working with Stacy and NUS to improve the situation for Student Parents
* Denise has been working on getting a microwave in the SU Lounge at Docklands
* Imran asked if Denise and Sabuj have been doing anything to he improve the IT services in the library. Sabuj has met with the new IT Director who mentioned that he is trying to upgrade the entire IT network, which will cost approximately £15 million.

**5. Motions**

As the meeting was not quorate, motions were not discussed.

**6. Reports to be received**

No other reports were received by the council

**7. Any other business**

* Sabuj thanked Adrian for helping him to build for the recent General Meeting and mentioned that the next GM will be on Wednesday 24th April. He mentioned that we may have a cultural show as a part of the meeting and possibly having Societies showcasing their work. Sobere thanked Sabuj for his efforts to get people to attend and asked why we have not had a quorate General Meeting in recent years. Daniel suggested that the meetings sound boring and those previous meetings have not gone well and word of mouth spreads. Sabuj suggested that poor chairing was one of the reasons that the meeting went poorly and that more people need to go out and talk to students to promote the meetings. Denise suggested changing the structure of the next General Meeting and making the meetings more interesting. Sobere suggested getting more Societies organisers to attend. Adrian informed council that he had contacted every organiser to attend. Sabuj would like to have the meeting in the West Building at Docklands.

Sabuj mentioned that there was a recent meeting to take about introducing incentives to support Part time officers.

Date of the next meeting:

The next meeting will be on Tuesday 9th April, 5-7pm at Stratford Campus.

**Agenda item: 2** (e)

Minutes 09.04.2013 – Draft

The quoracy for the meeting was not met after 30 minutes, and as a result the meeting was adjourned. No minutes were taken.

**Agenda item: 2** (f)

Minutes 8.5.2013 – Draft

The quoracy for the meeting was not met after 30 minutes, and as a result the meeting was adjourned. No minutes were taken.

**Agenda item** 4: Sabbatical officer reports.

No officer reports received.

Appendix:

**The Chair & Vice-Chair**

* The Chair shall chair all Student Council meetings but shall have no voting or speaking rights other than as chair.
* Once elected for a term of office the Chair may not submit motions to Student Council or speak on any proposed items of business, other than impartially to maintain balanced debate.
* In the absence of the Chair at any meeting over which they are presiding, the Vice-Chair shall take responsibility for chairing the meeting.
* A Sabbatical Officer may not be the Chair or vice-Chair of the Student Council.