



## Minutes of the Annual Members Meeting

Tuesday, 7<sup>th</sup> March 2023 at 4.30pm in Harrington Lecture Theatre

**Chair:** Stephen Gough-Kelly (SGK)

**Trustees Present:**

Nikita Patel (VP Education) (NP)  
Nitam Mehta (VP Welfare) (NK)  
Geoff Birch (External Trustee) (GB)

**In Attendance:**

Stef Hartley (Chief Executive Officer) (SH)  
Lynda Stott (Director of Finance & Performance) (LS)

**Members Present:**

160

Key Abbreviations

AMM – Annual Members Meeting  
? – Question from a Student  
SM – Non-Presenting staff member

### 1. Welcome and Introductions

SGK makes introductions, discusses the reason for AMM – duty to hold AMM due to Article of Assoc/By-Laws - discuss quorum – haven't met quorate of 250. Can still have the discussions, assess progress.

Introduces NM and NP Elected Officers, SH CEO, L Stott Director, Geoff Birch (External Trustee)

### 2. Presentation of Students' Union Annual Report and Plan

SH – CEO

Registered charity regulated by UCLan (whilst independent) and Charity Commission, wider student movement supported by staff and student staff team. Explains CEO role and that the Union is governed by Board of Trustees and Students' Council.

Discusses SU Mission – 'to make student life the best it can be' and the SU Vision 'that every student is able to be inspired, succeed and achieve their goal' – Students should visit the website to review the Impact Report - [www.uclansu.co.uk/impactreport](http://www.uclansu.co.uk/impactreport)

Impact Report 21-22

Amplifying Student Voice

- 79% SU effectively represents students' academic interests (Union Survey Respondents)

- Anti-Spiking Campaign – working with Lancashire Constabulary and UCLan SU Support to support Operation Night Guardian.
- School President Development – Move to 2 School Presidents per School to ensure effective student voice. This was a key take from the Student Voice Project which was led collaboratively by the SU and University.

### Building Student Communities

- 111 different societies available to join.
- Umii 2-year partnership over 2500 students making over 12,000 connections. Popular with first year and commuting students.
- This Is Me campaign in its 2<sup>nd</sup> iteration under Student Activities and UCLan Pride – all about bringing students together and celebrating liberated communities.

### Enhancing Student life

- £51,612.97 in student staff wages
- VP Education developed work on education and support around academic misconduct.
- 4274 enquiries from August 2021-April 2022

### Questions

? - Umii only lets you join under 25 years old I'm 44 and couldn't join.

? - Umii use of the site for societies but having to use personal email to do this? Could we create society UCLan email address, so we don't have to use the app.

SH – Useful feedback, we can explore this.

### Elected Officer Team

#### **NP – VP Education**

- Wrote to MP Mark Hendrick to ask them to lobby the government for more financial support for students.
- Raised this as a priority issue with the University and worked with them to deliver free food on campus.
- Community Fridge in the Students' Union building aiming to reduce food wastage.
- Free period products continue to be available in the SU and on Burnley and Westlakes campuses.
- Working on Value for Money, trying to understand what this means to different student communities whilst playing this fabulous Monopoly board.
- Students with Disabilities:
  - Monthly disabled students' forums held with Inclusive Support to give students the opportunity to feedback
  - Disabled Students' Get-togethers
  - Inclusive Learning Environment – lots of insight from TEF and now part of a working group with the university
  - Developing a hub on our website with useful information and an opportunity to give feedback about their experience.
- Disabled Students' Forum
  - Reasonable adjustments
  - MCs Policy
  - Disabled Students' Commitment

- Sports for Disabled Students
- Students felt a lack of sense of belonging
- DisabiliTEA
  - A chance for disabled students to meet Disability Advisors
  - Opportunity to socialise with other disabled students and share experiences
  - Give the SU and Inclusive Support feedback
  - Seen an increase in BAME disabled students coming to these events

### **Questions**

? – Are the meet ups between IS advisors and students going to continue?

NP – I've had three so far and I hope there will be more to come.

? – Events when/where they advertised?

NP – these were advertised on social media, on the SU website and an email was sent to all students who have disclosed through IS.

? – Not heard of the event.

NP – Try to take this on board and welcome suggestions of how to further promote.

### ***NM – VP Welfare***

- International Support
  - Two international students get together held to create a space for international students to meet each other, build connections and give feedback about their experience. We had over 100 students at each event!
  - The University has now approved an action plan to support international students which we will continue to feed into.
- Black Students Experience
  - Held two Black students get together, led by your Representative of BAME students on Students' Council, over 100 students at each event! Creating a space for black students to come together and give feedback about their experiences.
  - Working with the University on the Race Equality Charter mark
  - Student submission for the TEF- asking the University to look into reasons why black students are more likely to.

### **Questions**

? – What have you done to use the feedback from International/Black Student Get Togethers

NM – International Students Task Force – English Language Sessions, Support Sessions moving forward.

? – You mention international and black students – what other students have you focused on.

NM – We have done other stuff for other students -it's just what has been chosen to be presented.

### 3. Formal Business

#### 3.1 Approval of Minutes of Last Annual Members Meeting

Taken as read and approved.

#### 3.2 Presentation and Approval of the Financial Statements

LS – Board responsibility to ensure accounts are audited

Clean audit.

Income comes from the grant increased by 2.8% and social enterprise turnover doubled. Clubs and societies paid in more funds.

Costs - Student groups and engagement have been key are of support since lockdown.

Audited Accounts 21-22v20-21

Net operating result 21/22 £105k v £29k - Savings have been made with the natural turnover of staff and reduced activity costs.

Bank £152k to £220k - Funds have increased from £152k to £220k, ensuring a sustainable Union for the future.

General Reserves £217k v £198k - The Union has used this period to strengthen reserves which are backed with cash funds.

Budget for 2022/2023

Income - Grant funding increases by 3%. Social Enterprise includes the reopening of the “Ex-Source Bar” space and the closure of the shop.

Costs - Student wages increase by 75% Our Priority - Student groups and Membership engagement.

No questions for LS.

#### 3.3 Notification of Appointment of the Returning Officer for Union Elections and Financial Auditors

Financial Auditors: Haines Watts

Returning Officer: Peter Robertson, NUS Charity Director (Deputy Returning Officer, Sarah Thompson)

#### 3.4 Notification of Intended Affiliations by the Union to Other Bodies

##### **Training, Professional Development and Information:**

- Child Poverty Action Group
- Advice UK
- National Association of Housing Advisory Services
- Money Advice Trust
- National Association of Student Money Advisers
- National Council of Voluntary Organisations

### **Facilitation of Student Sport and Access to Competitions:**

- British Universities and Colleges Sports Association
- National and Local Governing Bodies for Sports

### **National Representation of Students Interests, Support and Access to Cost Savings for Trading Arms:**

- National Union of Students

**No quorum – but not concerns raised.**

## **4. Members (Student Business)**

### **4.1 Resolutions Received from Members (these are the ideas and topics submitted by students) – again as we are not at quorum, any vote is representative for a big idea, but not a vote into policy**

#### **4.1.1 *Free Period Products across Campus***

Kate Martin – PG Students SU have free period provisions – no real period provisions around the university outside of the SU when you are caught short and nowhere near the SU. More accessible period provisions outside of the SU by the University – expensive product considering a cost-of-living crisis and it can affect whether students access their education.

#### **Questions**

? – Haven't the Union asked the University before and they said no because of cost or attempted to facilitate this and it was ransacked?

SGK – Previous policy lapsed but continued as Union action.

? – Can this become Union policy or make it a big idea?

SGK – Can be proposed as a big idea – we have set up a vote and can be taken as part of the vote.

? – Do we have the machines? If not, can we use more of them that are upgraded to accept more than coins.

SGK – This could potentially end up at Students' Council so will take this to Council. This is not politically binding but demonstrates a representative view.

Vevox – 47 engaged – 94% agreed.

This can be put forward as a big idea and this vote can be used as support

#### **4.1.2 *Value for Money***

Discussion around increasing costs of being a student and strike actions.

#### **Questions**

? – In regard to the Strikes, has it been communicated that the Strikes have been supported at Students' Council.

NP – We can't do anything in terms of costs, but we have put forward suggestions of using saved salaries for financial hardships funds etc.

? – Conscious of support of strike but want to give another take. Whilst we support the strikes, conscious of marked disruption where consistency of teaching is needed especially

for students with inclusive needs. We are paying for a course, but no mitigation is being provided.

NP – Appreciate concerns, and this has been communicated, best thing I can do is put this to the university, university is looking at ways the mitigate. Understand concerns – but this is how action from trade unions work.

? – Commuting – train commute/car commute – prices of going up and need to consider travel to supplies shop since closure of the shop.

SGK – Student centre does have discounts. Also, can review hidden course costs with the officers.

? – In terms of discounts, some term time tickets are an expensive outlay in one swoop. For me the difficulties are other travel strikes based.

? – As well as commuting costs, from those with mobility issues

? - All I would say is that it would be beneficial for lecturers/tutors to keep commuters in mind when scheduling one-to-one tutorials Teams meetings would be really helpful, my commute is two hours long each way and I travel that sometimes for a twenty-minute meeting

#### 4.1.3 *Accommodation Issues for International Students*

##### **Questions**

? – Two things – is the process the same as home students?

? – I arrived in 2019, we had to wait for application by UCLan, g-number etc – I suggest we get discounts to respond to this. As a disabled international student, I need to stay in UCLan accommodation so cannot access cheaper private student accommodations.

? – Foundation/First Years get priority – could we reserve spaces for international students?

? – I emailed NM about international students previously about returning to Eastern Europe who are really concerned about returning, especially as they are Russian and not heterosexual. Is there any support for them?

SGK – Not presently but always available to be submitted as a big idea.

SH – Only thing that I know is a bursary for asylum seekers.

#### 4.1.4 *Career guidance and support*

##### **Questions**

SGK – Used handshake, SU posts jobs within SU.

? – Careers Edge, Linked in Handshake – Module in HR – really good and have fed this forward

## 4.2 Lapses

1. Basic BSL for Uni and SU staff.

##### **Questions**

? – Where are we up to on this?

? – Before we vote on this can we consider where we are currently up to from the SM who was the proposer of this policy?

SM – BSL training was offered to staff in SU.

SGK – We have no more time to give to this, however this will be reviewed elsewhere.

SH – Thanks to ST who is leaving after 8 years of service to students and we wish her well.

**The meeting closed.**

**5. Date of Next Meeting**

To be arranged.