



**Graduate Union Council Meeting**  
10 March 2015

NOTICE & AGENDA

Notice is hereby given of a meeting of the Graduate Union Council, to be held on Tuesday 10 February 2015 in the Graduate Union Lounge, 17 Mill Lane, 7:00PM.

**Matthew P. Grosvenor, GU Secretary**

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*Items carried over from meeting of 25/02/15 - In accordance with the GU Constitution Schedule C, Clause 8 - The items on the agenda from 25/02/15 could not be discussed because the meeting was not quorate (15 voting members present). The GU Executive Committee decided to adjourn the meeting until Tuesday 10 March. Quorum for this meeting shall be 15 or the number of voting members present half an hour after the scheduled start.*

- 1) Approval of the minutes of the previous Council Meetings
- 2) Matters arising from the minutes of the previous council meeting
- 3) Reports to Council from Sabbatical Officers:
  - President's Update
    - Report of president's activities Lent/Michaelmas term
  - Welfare and Right's Update
    - Report of Welfare and Right's officer Lent/Michaelmas term
- 4) Motions to be voted on at council

“The Graduate Union resolves to work with MCRs to ensure all graduate students eligible to vote are informed of recent changes in voter registration procedure ahead of this year's general and local elections. The Graduate Union will appoint a working party of graduates to co-ordinate these efforts.” — Proposed by Harry Dadswell, Vice President, Corpus Christi College MCR

- 5) Any other business
- 6) Next GU Council meeting date:

# **Evianne van Gijn - GU President Termly Report Michaelmas and Lent Term 2014/2015**

## **Michaelmas term 2014**

- Took office on 22 August 2014
- Developed, published and distributed the GU handbook to all graduate students. This was a huge success. Printed 5000 copies and now have very few left.
- Worked on getting a better insight in the GU finances, with help from the GU accountant.
- Actively recruited people to run for positions in the Executive Committee.
- Ran the elections for the Executive Committee.
- Gave the newly elected members of the Executive Committee full introductions into the GU and helped them getting settled in their roles.
- Invited and organised the Vice-Chancellor's talk at the GU, which was a great success.
- Drafted a forecast of the 2015-2016 budget
- Submitted a bid to the University for extra funding for the GU Welfare and Rights sabbatical officer and for funding of the Student Advice Service. The results of this bid submission are still unknown.
- Was involved in discussion on faith arrangements for examinations because the Examination period will overlap with Ramadan.
- Been in contact with the University about the MPhil Self-Evaluation. Working to promote this university wide.
- Invoiced all college the affiliation fees for 2014-2015
- Because the invoices for affiliation fees were not done last year (despite it being minuted in a Trustee Board meeting last year that invoices were going to be send out in July 2014), I sent out the invoices for last year as well. After sending out the invoices, I received a number of emails and requests to attend college AGM's. I've attended a number of colleges and explained the background of the invoices and what the GU affiliation fees pay for etc.
- I've been attending meetings on the new plans on the GU accommodation. The university plans to move CUSU, TCS and RAG into the same building.

## **Lent term 2015:**

- Created a fixed term contract for the GU admin to extend her employment at the GU to end of April 2015.
- Working on creating a full-time GU admin position to replace the temporary position above.
- Created a job description and job advert for a group worker for the parent toddler coffee mornings on Fridays.
- Been talking to a number of graduate students to nominate for the GU President position.
- I'm the returning officer of the GU election committee and I am a member of the CUSU election committee.
- Been working on reinstating the charity status of the GU, together with the Trustee Board.
- Been handling responses to several TCSs requests which seems to be trying to cast the GU in a negative light.
- Fully involved in the review of the Department of Land Economy.
- Started working on the GU strategic plan. The strategic plan will include information of where the GU will go in future years. This has been delayed several times due to dealing with unforeseen issues mentioned above.

## **Michaelmas & Lent term:**

- I've been working on a report on guidelines for co-authorship. This a detailed guideline on what co-authorship is. This should help postgrads when faculty members try to claim co-authorship in the absence of any intellectual contribution. The report will now be considered in the first committee in the University and will make its way up to other committees in the University. Hopefully this will result in a University wide co-authorship policy.

- I've been attending and doing a risk assessment of the Parent Toddler Coffee mornings, which are sponsored by the GU.
- I've been working on improving the training for PhD students who would like to supervise undergrads in the University. I've provided some suggestions to include training on students with learning disabilities and making the online text which is part of the training more interactive. Amongst other things, I've suggested to advertise the training better.
- I organised a weekly meeting for staff of the GU. This includes the Welfare & Rights officer, GU admin and two employees of the Student Advice Service.
- I'm sending out the GU Bulletin out every Friday
- I've also been updating the GU website as much as possible.
- I've been chairing the Executive Committee meetings which take place approximately 3 times a term.
- I've been in very close contact with the Executive Committee organising various events, ranging from the Love is Scary Party, the International welcome event for lent term starters, the yoga, zumba and pilates classes, 3-minute thesis competition and the family events.
- I've been chairing the GU Trustee Board which takes place approximately 3 times a term as well.
- I've been attending and contributing to the GU Council which happens approximately 3 times a term.
- I've been attending the University CCSSU (Council Committee for the Supervision of Student Unions) meetings and I've presented the GU budget, accounts and electoral plans.
- I have weekly meetings with the Head of the Student Policy to discuss problems/issues on education.
- I've been attending and contributing to the following University committee meetings:
  - University Council
  - Board of Faculty
  - Education Committee
  - Graduate tutor committee
  - Senior tutor committee
  - Welfare and Finance committee
  - Library Syndicate committee
  - Equality and Diversity committee
  - Office of Postdoc Affairs
  - Childcare Committee
  - Business Committee
  - Postgrad Admissions Committee
  - Joint Advisory Committee
  - ALF review
  - Standing Committee on Education
  - Societies' Syndicate

# Jack Wright CUSU/GU Welfare Officer Termly Report

## Michaelmas and Lent Term 2014/2015

### **Michaelmas term 2014**

- Attended welcome event for student parents and promoted Advice Service
- Brought paper on funding of Student Advice Service to several committees
- Involved in discussions of self-evaluation scheme for Master's students
- Trained MCR welfare officers in referral skills, listening skills, sex education
- Provided ongoing support to network of MCR officers including further referrals, sexual health scheme management, and improvements to the scheme
- Attended MCR meetings to support college-level campaign efforts and provide support to officers tabling motions

### **Lent term 2015**

- Organised and ran Mental Health Week, with a focus on education as to student rights
- Continued to train MCR welfare officers
- Continued to provide ongoing support to MCR officers, arranged for the sexual health scheme to involve free chlamydia tests (something graduate students are less likely to be regularly offered than undergraduates)
- Recruited candidates for new Welfare and Rights officer; held discussions as to the scope of the role, what to expect and campaigning ideas for the coming year
- Involved in planning CUSU and the GU's living space for next year, including placement of the Student Advice Service
- Defended GU President's "guidelines on co-authorship" paper at UREC