

Officer Trustee Report

Who is making the report: Vice President of Harrow

Date of this Report: 28/10/2016

Date of last Report: [Click here to enter a date.](#)



What key actions have you taken to progress your officer goals since the last meeting?

Working with various stakeholders, I have been working on a number of manifesto goals:

- **NUS:** Next month, I will be launching a campaign called NUS: Educate and Engage. To progress this I have booked the launch event on November 22nd, which will be attended by at least one NUS Officer. I will also be filming on November 14th with the NUS President. I have created a communications strategy and continue to work with the RRW team Campaigns Coordinator to deliver the key themes and messages of this campaign.
- **Digital Library:** I continue to have active conversations on this issue at a local level in Harrow, where the School have already moved to using online reading lists for a large number of modules. I have outlined my vision for moving forward and will be meeting again with the library on the day this report is dated to outline my vision in more depth. I will also be shortly meeting with the Associate Dean (Undergraduate) to deliver my proposal and to discuss how we move this policy forward.
- **Course Costs:** Using data collated in the previous academic year, I am currently writing a report called 'Why is my degree charging me more?' which looks at the issue of course costs across faculties and where the issues are most raised. Part of this report includes case studies from current students and alumni, which I have been gathering. I have had informal discussions with Directors of the University and other stakeholders, to which I continue to have. I am also working to seek where funding can be derived from to help with this issue, whether this is internal University funds or whether the Union sets up a separate, independent, fund.
- **Food on Campus:** I have set up monthly meetings with Aarmark, our catering supplier, to ensure we make steady progress with this issue. They have informed me that they have look into menus across the academic year. After I raised the fact that Harrow and Cavendish could not pay on card in the canteen, they immediately ordered chip and pin facilities, which should be implemented soon. I have also discussed better vending machine provision in Harrow and this is something both parties actively seek to look into. I'm also judging a Pumpkin Carving competition, from which the winners will get up to **five free** meals plus coffee vouchers!

- **SU Staff off Zero Hour Contracts:** I will be meeting shortly with our HR Manager to discuss the preliminary stages of this and engaging in consultation with our student staff to discuss their views.
- **Halls:** I am working proactively with the Halls Management and we are functioning as partners to ensure that any issues are dealt with swiftly, sensibly and objectively. This has included working with Halls on Move In Weekend, participating in their Welcome Talks to 690-ish new students, building links for student welfare in halls and promoting Union events to halls students.
- **MADFest:** I've been working very closely with the School's Director of Student Experience to lay the foundations for MADFest and we hope to set the date in the next few weeks. To ensure students are leading the event, I will be establishing a student steering group, which will work closely with Student Forum. We are currently establishing funding available, working with the alumni team to identify speakers and investigating an 'interactive careers fair'.
- **Safety on Campus:** I've begun two pieces of work into this. I will be launching, with our Communications department, a 'Safety on Campus' campaign which will survey students on their experiences and then feed into a report. I am also working with our CEO, and other stakeholders, on an Alcohol Impact Report which seeks to make sure the University and Union work in collaboration on night out welfare, especially on campus.
- **Union Spending:** I now sit on Finance and Audit Committee (Sub-committee of the UWSU Trustee Board). I hope to delve more into this area over the coming months.
- **Student Media:** I am having regular with the Student Media Coordinator, and VP Cavendish, to discuss initial plans for a new purpose built Student Media Centre. I have reached out to alumni for backing and case studies, as well as talking to current student media groups. I am now looking into space provisions and funding, before writing a final report with the Student Media Coordinator to present to the University. I will be holding the initial meeting in regards to SmokeFest in the coming weeks with Smoke Media to seek a plan for this year's event.

What other actions have you taken as part of your role?

- **Welcome Talks** – Doing Welcome Talks for over 1,500 new students with the other Sabbatical Officers as well as attending International Welcome.
- **Fresher's** –
 - Organising the Freshers Welcome BBQ in conjunction with the Faculty bringing in a range of activities from bouncy castles, disco dome, assault course, popcorn, photobook, etc. for **free**. Plus a BBQ for 50p which over

hundreds of students from Harrow Halls and Raffles House attended, plus returning students. Presenting a video for Smoke TV.

- Attending Freshers Fair's at each campus and, at Harrow, hiring a bouncy castle plus dressing up as Smoke the Dragon. Doing interviews with Smoke Radio and Smoke TV.

- **Student Leader Residential**
- **F.A.N.S Training (Three out of four campuses)**
- **Postgraduate Strategy Day**
- **Various job interview panels**
- **SDI Consultation**
- **Meetings with NUS**
- **Higher Education Show**
- **One-to-Ones with various University and SU Staff (monthly)**
- **Joined Faculty Teaching Committee**
- **Course Rep Inductions**
- **Attending various events to represent the SU**
- **Part of a new Inter-faith Consultation in Harrow**
- **NUS Conference – HE & Union Development (Ran for UD Zone Committee)**
- **Various SU, societies and sports events**
- **RRW Away Day**

What university meetings have you attended and a brief report on outcomes:

- **Forum Users Group**
- Outcomes: Successful planning for the most recent Open Day with more SU involvement through Smoke Radio
- **Inter-faith Consultation (Harrow)**
- Outcome: Ongoing. Meeting with BAME Officer and Interfaith team to ensure student voice is fully represented.
- **Teaching Committee**
- Outcome: Discussion largely around NSS and TEF. Ongoing committee for the rest of the year.
- **Alumni Relations**
- Outcome: Looking at how to more successfully incorporate our alumni into work we do – specifically focused on academic societies and MADFest, plus other one off events.
- **SU Meetings (e.g. Senior Management Team, SABB Meet)**
- Outcomes: Various meetings with ongoing agenda points.
- **Finance and Audit**
- Outcomes: Ongoing agenda points, no specific outcomes.
- **One to One's with various individuals**
- Outcome: Various meetings. Largely stronger relationships with the SU in the School and the wider University. Variety of outcome's which link mostly to progressing Officer Goals.

What university and SU meetings have you missed or been late for and reasons:

University Teaching Committee due to NUS Zones Conference – President attended.

What are your hopes and plans for the coming month?

How many days ill 1

How many days annual leave 0

How many days other leave 1