**Student Assembly (3): 6th February 5.00-7.00pm Minutes & Actions**

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| **Item** | **Notes** | **Actions** |
| Introduction | - 22 attendees , 1 Community Organiser and 4 GSU Officers  - Henry introduces meeting and explains assembly process to attending members showing assembly guidance.  - A brief history is given of how the Student Assembly came to be enacted as the decision-making body of the Students’ Union.  - Consensus building process explained  - All actions drafted by the Assembly will be approved through an online vote after the meeting.  - Agenda items provide a question needs context and deliberation to form actions to be taken forward  - Safe space policy announced and procedure that staff are not accountable. Role of staff as facilitators explained.  - Vote of no confidence in chair explained |  |
| GSU Officer Updates | * Student safety on campuses- HS provides update. * Discussed in previous meeting what safety measures can be put in place on campuses and suggestions put to an online vote and actions to staff * **Taxi service credited by GSU**: multiple local firms have been contacted by GSU’s commercial team and gathering quotas for deals to ensure feasibility and reviews to ensure safety for students. * **Group walks from Lower Deck**: in talks with finance and budgeting. There is an impact on insurances staffing, however there is an opportunity for this to explored with the University’s Reslife programme and role for Residential assistants to play a role. This has been flagged to the Officer team and they will pick up as appropriate with the residential team.   **Medway Buses Update provided by Mayo**   * Transport manager talked to and certain changes are in progress * Transport team are open to the timetable changing and happy to move times to what students want. Feedback received for certain dates to have later times to co-inside with later days of study. Doing this for events would be a lot harder. Additional buses have been put on to ensure that no one is left behind. Wifi has been put on the buses, but please do give feedback if this is working. Team is looking at putting paper tickets to be online by September 2020 ( but progress not completely confirmed). Team is investigating into weekly and monthly passes.   **Sport funding Action Updates**   1. Investigate the possibility of hiring mini-buses for sports groups (along with what other ways it could be used, e.g Medway students)   Up until September 2019, GSU leased two minibuses for the use of student groups, one 9-seater and one 12-seater. These minibuses were free to use for any group who has a volunteer driver who could fit all the below criteria:   * 21 years and over * Hold a clean license for 2 full years at the point of approval * Currently a home or EU national student * Complete a driving proficiency test carried out by a member of the activities team   The cost of running/leasing the minibuses each year were approximately £18,000. Due to the large amount of money that this cost, it was imperative that these minibuses were used enough to make this payment viable.  Unfortunately, the minibuses were severely underused, mainly due to unfavourable fixture schedules and the sizes of team squads being too large for the minibuses (with the 12-seater being the largest sized minibus legally allowed to be used by volunteers with a regular license).  ***Attached*** is part of a report submitted in June 2019 by the Student Activities Manager, breaking down usage in 18/19 and projected usage in 19/20 for the minibuses. From this report, it deduces that the amount of money saved based on the large financial risk of leasing the minibuses is about 1/3, with only a handful of teams being able to use the minibuses.   1. Lobby the University for funding to subsidise membership costs and transport for sports teams   Within Jono’s current plans, he would like to lobby the University to provide additional support for sporting programmes at Greenwich. This can be done in a variety of ways, 1 of which being subsidising membership costs. The date for the next sport strategy board has not been set, however when it is, Jono will present his proposal for additional support.   1. Review membership fees for sport teams   A department wide audit within the activities department is currently underway, with membership for sports teams will be reviewed as a part of this.  Within the review the aim will be to effectively analyse the desired contribution through memberships in relation to the full amount spent on all sport and ensuring that each sport is effectively charged an acceptable amount based on corresponding expense.  This review will be completed in April, with consultation of students and presented at group leaders conference in May.   1. A: Change sport team travel reimbursement policy to travel under 1 hour requiring own means of travel than the current 1 hour 30 mins.   At current, approximately £12,000 is set to be spent this year on booking transport for teams with the current guidance of providing transport for fixtures that is further than 1hr30mins travel via transport. As it stands, this has been adopted for 2 mains reasons:  - Budgeting: currently, more than 20% of the sports operating budget is being spent on coach hire, meaning that additional funds that groups request in relation to additional equipment, development and extra competing opportunities are unable to be fulfilled to the fullest  - Transport times: for the games that fall within the 1hr30min region of travel, a large portion of them are either in central London or require travel through central London. Due to this and the time of day that travel is required for, it will take longer to travel to the venue via coach.  This policy will be reviewed within the wider activities audit and we will ensure to use students feedback as part of the review.  For knowledge, an analysis of what costings would look like if the policy was changed to 1hr has been provided (attached document). This shows that if the policy is to change, that the total cost of hiring coaches will be approximately £23,000, nearly doubling the current spend, which would require further feasibility checks as it massively impacts the overall budget.   1. Investigate possibility of £5 reimbursement for every sports player travelling to games without an organised bus   Currently, the model of contribution is similar to those of community sports groups in which an annual fee is required, with additional elements such as kit and transport to games coming at an extra cost. At GSU, this model is additionally subsidised in the form of lower membership costs in comparison to community groups and the squad kit provided for each team, as well as providing transport the venues which are not easily accessible via public transport.  As per the agenda item that passed, attached is a document calculating the increase in budget needed to reimburse every travelling student based on games for this season. To achieve this, an additional £4,675 would be required, which would require further feasibility checks as it impacts the overall budget.  As the previous point above, this policy will be reviewed within the wider activities audit and we will ensure to use students feedback as part of the review.  Bilal – update on societies feedback |  |
| Questions/Discussion | Medway bus agenda items room feels have been updated on in Mayo’s update, 1 & 2.   * Free coaches and more availability of coaches at peak times * Subsiding of coach tickets from Medway to Greenwich and vice versa |  |
| Vote on priority ballot | Result done through 22 participants |  |
| Pre-Submitted agenda Item |  |  |
| Agenda Item 1: **More Support for International Students.** | **G1.**   * English as a second language can be a barrier, would like to look at lessons provided and the possibility of a buddy scheme   **G2** - Specialised induction with additional signposting of services and tailored to needs  Speak with International team to ensure there’s improved attendance and identify students earlier/ -Buddy system to student who has been through similar process  -More cultural events for independence days  - Diversifying menus in SU catering services and Uni services  **G3** - European students don’t get access to scholarships equally between all countries, some eligible some not. Romania eligible but Germany isn’t.   * Support for English courses for International students speaking English as a second language * Campus tours put on for International students * More support for students using equipment in labs (particularly postgrads) who are international students. * GK having more programmes targeted at International students and Postgrads which are embedded into students’ timetable. * Students come into Uni on first day and have no idea what is going on and want to find students to be able to share experiences and knowledge. Opportunities to meet other people and engage in community is crucial.   **G4** - Points same as other groups. | **A**: Consider a buddy scheme for International Students  **A**: Review pre-sessional English courses and confidence in language skills for International Students.  **A**: Look at the possibility of organising series of cultural events throughout the year (organised by GSU & GK Union)  **A:** Investigate with commercial services (SU & University) the possibility of diversifying food options from European & Non-European countries.  **A:** Bilal (GSU Officer) to investigate with the University scholarship group, the accessibility of scholarships provided by the University ensuring all students can apply to them.  **A:** Lobby International Office to hold more campus tours and induction talks tailored for International students and identified areas of need.  **A:** Additional support to be provided by the University for International Students on courses (incl Postgraduate) that use specialist equipment, software and technology.  **A:** More social events organised by GSU & GK to support IS socialising and community inclusion. |
| Agenda Item 2: **More events on Medway Campus**  incl: | G1; Cat & Mark   * More nightclub events to be put on by GK Union to have similar experience to the Lower Deck * Explore whether Greenwich students can go on the Medway bus to access things at Kent * More promotion of Academic workshops on courses and ensuring they don’t clash with lectures * Movie nights at the Deep End   G2: Lucy   * Campus is too quiet and events are diverse enough with not enough awareness of what going on. * Greenwich events are not accessible due to last bus at 7pm * Assigned staff member to support events being organised * More guidance to support student groups in organising events, including the sports hall. Ensuring lots of spaces are free and available to book   G3: Claire   * More events before 8pm so that commuters can attend events. Tie in late night buses with key events * Mayo to work with transport teams of bus times that can co-inside with event * More employability based events with more career events led by employability services at Medway * Comms to be looked at being expanded so more students can be reached. Explore new ways to communicate with students   G4: Mehera   * Advertise events on other screens on campus in Library and Pilkington Building * Events not just on weekdays but also weekends * Sports for girl * Connecting events with home unions and GK Union * More exclusive events for Postgrads * Transport to be provided so that students can access certain home union events. | **A:** GK to investigate organising more club nights in the Deep End space  **A:** GK to investigate more event support provisions for student groups  \**Currently is apart of consultations being held with GK group leaders as apart of Medway Community Organiser work.*  **A:** Employability and career events to be organised by the Employability office at Medway.  **A:** GK to explore new ways to communicate with students on raising awareness about events and services.  **A:** Kent & Greenwich SU’s to look at how events at home unions can be accessible to Medway students  **A:** More exclusive events to be organised by GK and GSU for Postgraduate students |
| Break |
| **Quick Fire Agenda Round**  QF Agenda Item 1: **What about Avery Hill to Medway** | Mayo will incorporate into bus review to look at this | No vote needed |
| QF Agenda Item 2**:** **Weekend buses** | Mayo will incorporate into bus review to look at this | No vote needed |
| **QF Agenda Item 3**: Mahara software still being used in Engineering course | Will be investigated by GSU Officers to ensure students stop having to use this | No vote needed |
| **QF Agenda Items 4**: How can leftover food be sustainably used  Agenda Item 3: What do outlets do with left over food | University outlets are starting to use Toogoodtogo which Deep End and SU outlets can look at. | No vote needed |
| **QF Agenda Items 5**: We need food like the Deep End at Greenwich | Will look at Deep End and Lower Deck working together on food , Greenwich commercial team to look at how Deep End staff team provide food offer.   * Katsu Curry |  |
| **QF Agenda Items 6**: More mock exam options in modules | Assessment and feedback policy currently reviewing this and putting in more options for students to students having assessments |  |
| **QF Agenda Items 7**: Food Banks for students | University has hardship funding and resources that can be provided for students in need of money for food |  |
| Assembly resumes discussing main agenda items submitted.  Please note: more students arrived mid-way through the Assembly which changed the order of the agenda item vote once they casted theirs. | | |
| Main Agenda Item 3: **Prices at the Deep End to be subsidised**  Including: *Cheaper food at the Deep End* | **G1** - Too expensive or quality can be questioned   * Yoyo not working in the Deep End * If price doesn’t go down, should be getting loyalty points * Meal Deal prices are still expensive     **G2** Students on table live in Medway but have never eaten in Deep End   * More variety in prices * Look into cheaper drink specials * Different day specials more cultural * Make sure GK is same price or cheaper than Uni catering services   **G3** Food quality can be hit and miss   * Customers can have instant feedback on tool on quality of food * Pilkington café has more food options and is cheaper with meals around 4.18 * New chefs, new ideas and more menu options   **G4**   * Better quality of food * Good choices of food * More healthy options like salad and others * 241 deals on food and drinks * Happy hours and 1.50 shooters and shots * More mocktails * Salads, sharing platters, noodles and more options in choice   Update: Feedback cards are available at the Deep End to provide feedback on food | A: GK to look into bringing back Yoyo for the Deep End  A: GK to conduct a student review into the food and drinks menu at the Deep End looking at:   * Variety in prices * Drink specials (Happy Hours etc) * Mocktails * Cheaper Food Deals * Cultural food specials * Sharing platters * Salad bar   A: GK to promote and ultise their instant feedback tool on food to assess quality and customer satification. |
| Main Agenda Item 4: **Greenwich Students should get reading week** | **G1** - Some students want reading weeks and some don’t   * For pharamasitical courses, reading week would be extremely useful to catch up on courses * Engineering doesn’t need reading week as lots of Mock exams in December which give time for assessments * Wellbeing breaks incorporated in reading week   **G2**   * Change in Engineering to Mock exam week to allow for breather for positive mental health impact. Putting stressbuster events in this week would be ideal and for 1-1s to be provided with lecturers in week.   **G3** - Those who have reading week find it useful with others who don’t have it would like it. Uni needs to explain course structures and be transparent why some courses have reading weeks while others don’t.  **G4**   * Same as what others said | A: Lobby University to incorporate stressbuster events and mental health wellbeing awareness into reading weeks  A: Lobby the Engineering department to have an official Mock Exam week with incorporated options to have 1-1 with lecturers  A: Lobby the University to have a procedure in place to explain to students why a reading week has or hasn’t been included in their course. |
| Agenda Main 5: **Library Rooms close too early on Medway campus (student rooms)** | **G1**   * Not enough spaces, computers and group study spaces * Library isn’t 24 hours, need to make it 24 hours * Food in café in library to have cheaper options   **G2** - Mon-Fri- 24 hours library   * Need options for food when café isn’t open from 9-5 * More variety of books or way of books from Greenwich campus being requested and delivered to Medway library   **G3**   * More access to rooms around the library   **G4**   * Study rooms extended to match opening times * More computers in yellow zone closer together * Specialised software for specific courses based at Medway * Private spaces and silent spaces that are 24 hours are needed * Need more group rooms that can be booked on the day rather than booked in advance and then not be used by students | A: Lobby University for Drill Hall library to be 24 hours during term time and for bookable silent/private spaces to be accessible at any time.  A: Lobby library services for books to be available at Drill Hall library than travelling to other campuses to access them.  A: Lobby University for Drill hall library to have more on the day bookable group rooms than just advance bookings.   A: Ask for the Drill Hall library to review entrance points into building and ensuring they are accessible (daytime & evening). |
| **End of Meeting 19:15**  **All other agenda items taken on chairs action as below.** |

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| Pre-Submitted Items (Prioritised in Vote) | Outcome |
| 1. Free coaches and more availability of coaches at peak times 2. Subsiding of coach tickets from Medway to Greenwich and vice versa 3. Prices at the Deep End to be subsidised 4. Greenwich students should get a reading week 5. More University activities that are free for current students 6. More support for International students 7. More events on Medway Campus 8. Cheaper food at the Deep End 9. Library study rooms close too early in Medway and time needs to be checked 10. Weekly self-defence classes 11. Single ticket options for Greenwich coaches 12. Activities over the holidays for students who decide to stay back 13. The lights around campus should be turned on at night 14. Slippery stairs opposite the Pilkington Building needs to be looked at 15. More funding opportunity non-sports club and cultural societies (GK societies) 16. More publicising of events by the SU 17. More opportunity for graduates to get paid employment with the University on Medway Campus 18. Period/sanitary product poverty 19. Practice rooms for Greenwich students on campus 20. Toilet facilities around campus needs to be improved (Avery Hill & Greenwich) 21. GSU review of timetabling(rolled over from last SA: 3rd Dec) | 1. Update provided by Mayo on Bus campaign 2. Update provided by Mayo on Bus campaign 3. Discussion and Actions taken to Online Vote 4. Discussion and Actions taken to Online Vote 5. Incorporated into number 7 (Agenda Item 2) 6. Discussions and Actions taken to Online Vote 7. Discussion and Actions taken to Online vote 8. Incorporated into number 3 (Agenda Item 3) 9. Discussion and Actions taken to Online Vote 10. Rolled over to next SA 11. Update provided by Mayo on Bus campaign 12. Rolled over to next SA 13. Rolled over to next SA 14. Rolled over to next SA 15. Rolled over to next SA 16. Incorporated into number 7 (Agenda Item 2) 17. Rolled over to next SA 18. Rolled over to next SA 19. Rolled over to next SA 20. Rolled over to next SA 21. Rolled over to next SA |

**Appendix 1: Priority Ballot Result**