

## Cover Sheet for Senate and its Sub-Committees

<b>COMMITTEE:</b>	Senate		
<b>Commercial in Confidence:</b> <del>YES/NO</del> Delete as appropriate	<b>Date of meeting:</b>	22 <sup>nd</sup> June 2016	
<b>Author:</b>	Craig Heath, KeeleSU President		
<b>Title of paper:</b>	KeeleSU report of the Elected Officers		
<b>Dates previously discussed:</b>			
Committee of Senate (Please specify)		University Executive Committee or Sub- Committee (if applicable)	
Other (Please specify):			
<b>Executive Summary of Paper:</b>			
The Elected Officers of KeeleSU continue to work on delivering campaigns for students and also bringing forward incoming Officers to begin their posts in July. This report also covers results of the KeeleSU Volunteering and StAR Awards and for the Student Led Teaching Awards.			
<b>Key Discussion Points for the Committee:</b>			
<ul style="list-style-type: none"> <li>• EU Referendum and Voter Registration</li> <li>• KeeleSU and NUS</li> <li>• StAR Awards and Student Led Teaching Awards</li> <li>• Funding for Activities and Volunteering</li> <li>• Handover to incoming Elected Officers</li> </ul>			
<b>Brief Summary of Paper for the Senate Newsletter (Maximum 3 lines)</b>			
The Elected Officers of KeeleSU continue to work on delivering campaigns for students and also bringing forward incoming Officers to begin their posts in July.			

### Action required from the Committee

Agenda Category:	Action Sought:	Please ✓ the relevant action
<b>Policy/Strategy</b> (for substantive discussion)	For Discussion	
	For Information	
	For Formal Approval	
<b>Formal Approval</b> (for limited discussion or starred item)	Formal Approval	
	For Ratification (for Senate only)	
<b>Recommend Approval to Council</b>	Recommend Approval	
<b>Report Item</b>	For Information	✓
<b>Reserved Agenda</b>	For all matters of a confidential nature relating to individual staff or students	

### Strategic Fit and Risk Management

#### Key Corporate Risks

(Please ✓ key corporate risk(s) relevant to the proposal)

<b>RISK01:</b> HE & other policy changes	
<b>RISK02:</b> Estates Infrastructure	
<b>RISK03:</b> Public Funding Cuts	
<b>RISK04:</b> Staffing	✓
<b>RISK05:</b> External Stakeholder Engagement	✓
<b>RISK06:</b> CPD and Enterprise	
<b>RISK07:</b> Financial Sustainability	
<b>RISK08:</b> Student Numbers Growth	
<b>RISK09:</b> Research	
<b>RISK10:</b> Investment losses	
<b>RISK11:</b> Contracts and Compliance	
<b>RISK12:</b> University Reputation	✓
<b>RISK13:</b> Immigration policy/statutory duties	
<b>RISK14:</b> IT security	
<b>RISK15:</b> Pensions	
<b>RISK16:</b> Science Park and the Innovation Centres	

#### University Strategic Plan

(Please ✓ the relevant strategic aim(s) of the proposal)

<b>Aim 1:</b> Broad-based University of about 10,000 students	✓
<b>Aim 2:</b> Highest quality student experience	✓
<b>Aim 3:</b> International excellence and impact in research	
<b>Aim 4:</b> Contribute positively to communities we serve	
<b>Aim 5:</b> Environmentally aware and sustainable campus community	
<b>Aim 6:</b> Manage and develop resources effectively	

#### Equality and Diversity

(Please delete as appropriate)

Does the proposal have relevance to equality?	Yes	No	N/A
Is an equality impact assessment in place for the proposal?	Yes	No	N/A

## **Report of KeeleSU Officers to Senate – 22<sup>nd</sup> June**

### **1. Introduction and General**

1.1 Included in this report:

- Items and Events of Key Interest (2)
- Reports of the KeeleSU Elected Officers (3-7)

### **2. Items and Events of Key Interest**

2.1 As we enter June, we enter the transition period for the Elected Officers of KeeleSU. Craig and Jo would therefore like to thank the Senate for the opportunity, support and platform we have received this year. We would also like to introduce those that we are handing over to; Jeff Wiltshire as Education Officer and Emily Horsfall as Union Development and Democracy Officer.

### **3. Reports of KeeleSU Officers: *President, Craig Heath***

3.1 Voter Registration and the EU Referendum

3.1.1 With the referendum on the UK's position on the EU to be decided tomorrow, we have been continuing to promote the registration of students and the need for them to use their voice on this issue. The Students' Union has continued to maintain a neutral stance on the campaigns, choosing instead to coordinate both student based campaigns through the Keele Votes working group.

3.1.2 Those involved with Keele Votes have run a series of successful information and registration stalls, helping a number of students register to vote, and even posting the postal vote application forms for 8 students to their relevant borough councils. I am immensely proud of the effort that these students have put into encouraging their peers to use their voice on this important issue.

3.2 KeeleSU at NUS Conference

3.2.1 Between 19<sup>th</sup> and 21<sup>st</sup> April, the 3 voting delegates and a number of student observers from Keele attended the NUS National Conference in Brighton. A great deal of policy was discussed and voted on for the different zones, and the NUS executive committee for next year was elected. A breakdown of how this panned out can be found in great depth elsewhere.

3.2.2 An item of note that may interest the Senate, there was a motion to the Education zone at conference which included a resolution to boycott the National Student Survey (NSS) as part of an attempt to sabotage the TEF. Even before we had gotten back from conference, students at Keele had written a counter motion to be taken to the Union General Meeting of 26<sup>th</sup> April. This was passed by a majority of the meeting, meaning that the student body of Keele has mandated the Union to continue promoting the NSS.

3.2.3 There are also a great many headlines around in/out referenda being held by Students' Unions on their affiliation to NUS. This was mentioned briefly at the UGM

but, as demonstrated in 3.2.2, we do not have to buy in to all of NUS' policy and we do gain a great deal from our membership. So as yet, there has been no call for a referendum at Keele.

### 3.3 NUS "Prove Me Wrong" Campaign

3.3.1 Members of the Officer Team and Activities and Volunteering departments of KeeleSU are working to compile information that will form our contribution to the Prove Me Wrong campaign run by VP Union Development, Richard Brooks. This campaign is aiming to dispel a series of misconceptions that surround students and Students' Unions on a variety of topics. This can relate to charitable activity, environmental sustainability, physical activity and political engagement to name a few and is following on to showcase the work of students and their unions begun with the #LoveSUs campaign.

3.3.2 I personally am working on a case study of the Keele Votes group to attempt to disprove the statement "Exposure to democratic processes in student opportunities doesn't influence a student's further participation in politics." This will be counterpointed by Emma Hedges working to collate interview responses from recent alumni of note that have become involved with politics following engagement with KeeleSU.

3.3.3 Other officers and staff are working to showcase the work of our students for fundraising and charitable giving, and on social action to slow down climate change.

3.3.4 The research gathered will be presented in poster form at NUS Students' Unions 16 conference in July.

### 3.4 KeeleSU Awards 2016

3.4.1 On May 27<sup>th</sup> we held the annual KeeleSU Awards to recognise the fantastic achievements of our students. This could be through their activity as StARs, as congratulations for their volunteering hours logged or as recognition for their overall contribution to KeeleSU and the student experience of Keele.

3.4.2 This was the first time in five years that the event has not been run alongside the society awards, giving a much greater focus to the volunteering aspect of the awards. This is well deserved with over 500 active volunteers this year amassing around 23,000 hours. This is a huge increase compared to the 13,000 registered last year and has resulted in 360 awards given out to students, ranging from Bronze (25 hours) to Diamond (1000+ hours). It also saw the introduction of the Malcolm Clarke Volunteer of the Year, won by Mia Gasgonia.

3.4.3 Receiving Outstanding Student Contribution this year:

Christopher Jones, Emily Horsfall, Helen Hanson, Jamie Tennant, Jon Peel, Megan Sarah Hayman Tansley, Meghan Harrison, Nick Reeves, Sarah Brennan, Taylor King, Tom Campbell, Tom Snape.

#### 3.4.4 Receiving Honorary Lifetime Membership of the KeeleSU this year:

Adam Hughes, Alex Hunt, Alex Whitworth, Alice Spikings, Alice Wightman, Ana Wightman, Becky Shaw, Harry Williams, Imy March, Jagveer Singh, Jo Lea, Khansa Taha, Mia Gasgonia, Rachel O'Donovan, Richard Seymour, Shagufta Binte Zakir, Tayla Dickinson, Ulrich Pohanka.

#### 3.5 Golden and Silver Graduates Reunion

3.5.1 I recently had the great privilege to meet members of the Class of '66 who returned to Keele for the 50<sup>th</sup> Anniversary of their graduation. The stories and experience of these individuals were truly amazing and I felt honoured to be a part of their reunion and give the after dinner speech to welcome them home.

3.5.2 On 2<sup>nd</sup> July, Emily and I will be welcoming the Class of '91 back to Keele for the Silver Graduates reunion, which I am certainly looking forward to.

#### 4. Reports of KeeleSU Officers: *VP (Education), Jo Lea*

##### 4.1 Officer Training

4.1.1 The training calendar for the two new officers has been coordinated by the officer team this year, supported by KeeleSU staff and external providers where possible. The handover period has been developed in accordance with NUS 'Transition' guidance principles, encompassing team building exercises, induction to the student movement, induction into university procedures and introductory meetings with relevant University and Union staff.

4.1.2 Many sessions have also been designed to enable the officers to develop a greater understanding of their own working style, including a MBTI session with the Careers service. The team have worked together to organise their immediate plans for the year ahead, mapping out their individual and team priorities.

##### 4.2 StARs

4.2.1 We submit an annual report to ULTC regarding the StARs system. We have included here an excerpt from the report concerning plans for the future of StARs:

4.2.2 Next year, we plan to emphasise StARs as a volunteering opportunity as we have noticed students being increasingly motivated by volunteering. Volunteering has increased significantly in this academic year, with a 22% increase (so far) from last year's hours logged and an 89% increase in registered student volunteers. We plan to capitalise on this increased motivation to volunteer and use it to market engagement with StARs.

4.2.3 As ever, we are constantly working to develop and improve the StARs system. Building on the feedback garnered from university staff and the StARs Review conducted this year, we are planning to implement some new ideas. We will also work to review the existing role descriptions of StARs ensuring students and staff alike each understand what should be expected of StARs.

- 4.2.4 Following conversations with many students in the medical school it has become apparent that we should provide specialised training for members of Medical School Council (which replaces the StARs system in the medical school). Members of the council have indicated that they are not fully aware of what is expected of them. Whilst we will encourage them to attend the StARs Conference, if it is necessary we will aim to host a tailored event for medical students.
- 4.2.5 A number of academic staff have highlighted the sparsity of feedback presented to SSLCs concerning selected modules - usually coinciding with modules which the current StARs are not undertaking. Widely accepted as a positive move at FLTCs, we will be strongly encouraging schools to distribute an accurate list of current modules to StARs and to assign each StAR a responsibility for collecting feedback on dedicated modules, regardless of whether they do or do not study on that module. It is hoped that this will ensure that all modules receive feedback.
- 4.2.6 Some Schools implement a system of leadership amongst their StARs, electing programme and school leaders. As part of the ongoing work to strengthen the StARs system, we will be encouraging all schools to follow this practice. This will provide all StARs with a clear leadership structure and point of contact for elevating praise/concern to school (and faculty) levels where appropriate. Guidance will be provided in the Tools for Schools pack to be circulated August 2016.
- 4.2.7 It is good practice to review role descriptions at regular intervals. Following on from intentions to encourage university-wide introduction of leadership StARs, we will work to refine existing role descriptions for StARs and Faculty StARs. These role descriptions will set out what is expected of StARs whilst they are in post.

#### 4.3 StARs Awards

4.3.1 On Friday 27<sup>th</sup> May we held the annual StARs award as part of the KeeleSU end-of-year award ceremony, at which all forms of student volunteering was recognised.

4.3.2 Students and staff were encouraged to submit nominations for the StAR awards in the run up to the event, with the final decision resting with a panel including student, KeeleSU and Keele University representatives.

4.3.3 The following StARs were given awards:

##### **Outstanding Engagement**

Alice Spikings (SPIRE)

##### **Faculty StARs of the Year**

Francesca Surrell (Nursing & Midwifery)

Jack Tacchi (Psychology & Computer Science)

Tom Snape (SPIRE)

##### **Foundation Year StAR**

Lauren Clark

Luca Fillipi

##### **Above and Beyond Award**

Richard Seymour

(English Literature & Psychology)

**StAR Partnership**

(a collection of SPIRE StARs)

Josie Muncaster,  
Sophie Aulton,  
Joe Porter,  
Tom Snape,  
Alice Spikings,  
Anne Gahart  
Phil Swatton

**StAR of the Year**

Ryan Stanyard  
(Neuroscience, Psychology & LLU)

**4.3 Student Led Teaching Awards**

4.3.1 On Thursday June 2<sup>nd</sup> we held the annual Student Led Teaching Awards. This year we introduced some new categories, in a bid to encourage more students to submit nominations. All students were encouraged to submit nominations.

**Student Voice Champion**

Emma Harvey (SPGS)

**Administrative and Support Staff**

Sofia Bowler (Law)

**Developing student Potential**

Jane Krishnadas (Law)

**Research Led Teaching**

Jon Herbert (SPIRE)

**Exceptional Personal Tutor**

Mark Davys (Law)

**Most Captivating Lecturer**

Phil Johnson (KMS)

**Superb Supervision (of Taught Students)**

Ian Bell (English)

**Best Module**

Liz Carter (SPIRE)

*Extreme Right in Western Europe*

**Superb Supervision (of Research Students)**

Douglas Caruana (Life Sciences)

**Extra Mile**

*Highly Commended*

*Katherine Haxton (SPGS – Chemistry)*

*Matthew O'Brien (SPGS – Chemistry)*

*Ben Anderson (History)*

Winner: Jon Cope (Foundation Year Centre)

**Fantastic Feedback**

Katie Szkornik (SPGS – Geography, Geology and Environment)

**Innovative Teaching through Technology**

Chris Stiff (Psychology)

## **5. Reports of the Elected Officers: VP (*Finance & Activities*), Ela Hollies**

### **5.1 Funding**

5.1.1 A HUGE thank you to University Executive Committee who has approved an increase to the funding of our Activities & Volunteering departments. We understand that it would have been a tough round with the cost of living increases but this investment really will make a difference. The funding for Activities means we can improve on our existing events and hold and support new student-led ones for a variety of student groups, and that we can reintroduce “Society Stripes” as a new quality mark scheme to help student groups grow and develop (the funding of which ran out this year from the Key Fund). The funding for Volunteering means that we can increase the amount of hours our new part-time Volunteering staff member can work which I can imagine will only help to increase the already astronomical engagement in Volunteering we have seen this year!

### **5.2 Society Ball & KeeleSU Awards Ceremony**

5.2.1 The Society Ball went amazingly well, as did the KeeleSU Awards. We have received great feedback from students having changed the format this year. We will be looking to introduce a few more awards for societies next year, something we won't be doing for the KeeleSU awards as we gave a record number of award certificates out this year. All of this engagement has definitely been down to an investment in technology, such as our MSL Volunteer module.

### **5.3 RAG & Jailbreak**

5.3.1 Although our RAG webpages haven't been updated yet our current RAG total has now reached over £50,000! I think part of this great total is down to students running more fundraising initiatives this year and part of it has just been getting more students, and staff members, to register their fundraising. If there are any staff members present who have done some fundraising make sure to register it with our Activities team as it will go towards the grand Keele University RAG total! We are hoping next year to run a campaign to get societies and clubs links with local charities, that perhaps they volunteer with a local charity and then fundraise for them and then visit so they can see the difference that their work as has made. Whilst fundraising for huge charities is great, the potential for Keele University to plough around £50,000 back into the local community each year would only improve community relations and maybe even improve perceptions of students in general.

5.3.2 Our 1st ever Jailbreak event went really, really well. The aim of Jailbreak is to get as far away as possible from the starting point as possible in a limited amount of time (usually 24 - 48 hours) with no money at all. All teams must fundraise a minimum of £100 to enter and many teams fundraise along the way too. I took part in a team myself making it down to the Isle of Wight. However, we were sadly only 2nd last as other teams got to places like Belfast, Edinburgh and even Paris! Students really enjoyed this opportunity and raised over £1500 between them, with the engagement in the social media around the event we can only guess that even more students will participate next year and will raise even more money for charity!

#### 5.4 #ProveMeWrong

5.4.1 One of the campaigns NUS is supporting SUs to run is #ProveMeWrong, following on from the success of the #LoveSUs campaign that Senate may remember from our previous report. Eleven negative statements relating to student opportunities (societies, clubs, volunteering) are given and we are invited to “prove them wrong” by providing both quantitative and qualitative data on each topic. You can see the list of statements here: <http://www.nusconnect.org.uk/articles/prove-me-wrong>. We have chosen to look at the statements around democracy, charitable giving and sustainability. We will have our findings presented to various other SUs at NUS’s annual conference for Student Unions.

#### 5.5 AU integration

5.5.1 One of the main issues I have seen as an officer this year is the lack of integration of the AU within KeeleSU. I have been working with some of the AU committee recently to streamline some of the things that clubs and societies do so that there are more similarities between the two. Hopefully this is a step in the right direction of getting clubs and societies working together more. I know this is something Emily Horsfall (Union Development & Democracy Officer elect) is really keen to work on too, so I'm thinking this will be a great first joint project together!

#### 5.6 Handover & next year

5.6.1 Handover is relatively easy for me this year as I will be continuing in my role (with a few additional responsibilities). I have been bonding with the new officers, primarily as I knew them well as students. Jo has done a fantastic job of coordinating the Handover month this year, I already notice how much better it is this year. She has given me all of the fun sessions to deliver which I am really enjoying. I also think Daryl contributing to sessions has been really useful as a different take on some of the things we covered last year.

5.6.2 In terms of planning for my next “term” I have already been working on the funding model for societies and transparency of how that works and getting feedback on committee training to keep improving it year on year. One of things we’ve really noticed this year is a lack of ability of student groups to effectively resolve conflicts within committees, we think this is a really important skill for students to learn as it is very likely they will be working in teams when they leave university and become employed. The member code of conduct that Nat has been working on with several staff members will have a sister document for the AU and Societies which will clearly lay out the steps of informal and formal discipline and conflict resolution. Over the summer I want to make sure all of the correct frameworks are in place so we can deliver all of this information to student groups at the annual Activities and Sports conference.

5.6.3 Overall I think there will be some really exciting things happening this year and years to come with Daryl’s guidance, I imagine I will not recognise KeeleSU visiting in 5 years’ time!