****EXECUTIVE OFFICER REPORT**

## Report Information

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| --- | --- |
| **Officer Role:** | President |
| **Officer Name:** | **Gemma Lovegrove** |
| **Date of Meeting:** | 12/03/2020 |
| **Date of Previous Student Council:** | 13/02/2020 |

## Reporting

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| --- |
| Summary |
| Please provide a summary commentary of work completed during the reporting period in this section.  This summary will also be included as a blog post on the SU Website and on Social Media.  This month myself, the Head of Charitable Services and the Student Advisor at the time, had a meeting with the Office of Independent Adjudicators. This is the body that will review student complaints once they have completed the internal complaints process. This was a great opportunity to highlight some developments and recommendations to make the system fairer and more transparent for students. I have and will continue to support students within this area and within disciplinaries as it is benmeficial for the students and helps increase our relevance to our student needs.  Monitoring the footfall for the learning hub has been reassuring. We see on average 100 students through it on a weekly basis. Starting to look at trends of what sort of enquiries we are recieivng will help us target our representation better and utilise our SU spaces nmore effectively. |

### Manifesto Pledges

What have you done in this reporting period (between the last Council meeting and now) to get you closer to achieving your manifesto pledges?

|  |  |  |
| --- | --- | --- |
| **Manifesto Point** | **Progress Since Last Meeting** | **RAG Rating** |
| Development and better awareness of the support services that the Union provides for students, make our offerings relevant and integral to its members | Ongoing, students are using the stand and engine shed for more enquiries which are monitored for volume and type through SUMs |  |
| Continue to work to deliver on Wednesday Free for Fixtures policy. Additional non-competitive sports to enhance relationships with their Union. | Distributed the policy to be disseminated to all lecturers. Any issues that are raised by students are directly addressed, but lecturers keep them free where able to. |  |
| Awareness of elected officers, their aims and impact of their work, including updates to allow the student body to understand how they are working to support you. | Working on visibility of Officers on the website, advertising the elections and meeting with students regarding the availability of roles and benefits of being an elected officer. |  |
| Asking more questions on what you the students need and want, to form strong understanding of the Student body and the to develop policy as a collective. | We now have some insight data into our satisfaction rate with students. We will be looking into alternatives to develop our service offering. |  |
| Utilise and promote study spaces – increase engagement in the areas.  Give students more reason to study after lectures on campus. | This has been difficult. I have advertised the use of planon to students, but the spaces are still empty most of the day and evening. |  |
| Student Voice/Students as leaders of the Union, making bold changes to benefit their community. | Communicating with lecturers and students and working closer with the advocacy coordinator to ensure student voice is not affected in the absence of a VP Ed. |  |
| Effective leadership and support for students, accountability, pride in their work and delivery of an integral service to students. | I have had to concentrate on the future sustainability of the Union with the other Sabbaticals, including an away day with senior management to ensure that we have set priorities for the next academic year. |  |

### Mandates

What have you done in this reporting period (between the last Council meeting and now) to get you closer to completing your mandates?

|  |  |  |  |
| --- | --- | --- | --- |
| **Mandate** | **Date of Mandate** | **Progress Since Last Meeting** | **RAG Rating** |
|  | MM/YY |  |  |
|  | MM/YY |  |  |
|  | MM/YY |  |  |
|  | MM/YY |  |  |
|  | MM/YY |  |  |

### Other Items

Please highlight any other notable actions since the last Council meeting.

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| --- | --- |
| **Issue/Action** | **Progress Since Last Meeting** |
| Annual Leave 17th-24th Feb |  |
|  |  |
|  |  |
|  |  |
|  |  |

### Declarations

Please highlight any gifts or benefits received as part of your role in the reporting period.

|  |  |  |
| --- | --- | --- |
| **Gift/Benefit** | **Value** | **Reason** |
|  |  |  |
|  |  |  |

### Meetings

Please list all meetings you have attended in your capacity as a student representative during the reporting period. In the update section, please focus on the issues discussed and how you represented student views in that meeting.

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting Name** | **Date** | **Length of Meeting (Hours)** | **Update** |
| Semesterisation WG | 13/02/2020 | 2 | None to note yet, still figuring out JH impact |
| OIA | 24/02/2020 | 2 | 2-hour meeting but a lot of pre-meeting prep. Have to consider recommendations for future development |
| IT Steering Group | 25/02/2020 | 2 | Future prioritising of IT projects |
| Risk workshop | 26/02/2020 | 4 | Governors |
| Board of Governors | 26/02/2020 | 4 | Governors |
| Rem Comm | 02/03/2020 | 2 | Governors |
| Away Day | 03/03/2020 | 9 | Strategy and sustainability |

### Timesheet

Please list your work hours during the reporting period and your main work location for that day.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Week 1:** 17/02/2020 | | | | | **Total Hours:** | |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In |  | Annual Leave |  |  |  |  |  |
| Out |  |  |  |  |  |  |  |
| Total | HH:MM |  |  |  |  |  |  |
| Location |  |  |  |  |  |  |  |
|  | **Week 2:** 24/02/2020 | | | | | **Total Hours: 53** | |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | 07:00 | 08:00 | 08:00 | 08:00 | 07:00 |  |  |
| Out | 18:00 | 17:00 | 18:00 | 18:00 | 16:00 |  |  |
| Total | 11 | 9 | 10 | 10 | 9 | 4 hours |  |
| Location |  |  |  |  |  | Home |  |
|  | **Week 3:** 02/03/2020 | | | | | **Total Hours: 44.5** | |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | 08:00 | 08:00 | 08:00 | 08:00 | 08:00 |  |  |
| Out | 18:00 | 16:00 | 18:30 | 16:00 | 16:00 |  |  |
| Total | 10 | 8 | 10.5 | 8 | 8 |  |  |
| Location |  |  |  |  |  |  |  |
|  | **Week 4:** DD/MM/YYYY | | | | | **Total Hours: 49** | |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | 08:00 | 08:30 | 08:00 | 08:00 | 08:00 |  |  |
| Out | 18:30 | 18:00 | 22:00 | 14:30 | 14:00 |  |  |
| Total | 12.5 | 10.5 | 14 | 6.5 | 6 |  |  |
| Location |  |  |  |  |  |  |  |