**Minutes:** **Scrutiny Panel**

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| Date / Time: | Monday 18th March 2024 |

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| Location | Adam Redfern board room  |

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| Chair:  | Scrutiny panellist  |  |

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| Attendees | **Role of attendee** | **Acronym**  |
| Amir Iqbal  | Union development officer  | AI |
| Komal Shahzadi | Equality and diversity officer  | KS |
| Fluffy Adewola | Welfare officer  | AA |
| Nerissa Doran  | Disabled students’ Liberation officer  | ND |
| Judith Olurankinse | Postgraduate students’ Liberation officer | JO |
| Chimdi Oriaku | International students’ Liberation officer  | CO |
| Toni Fazaeli | Mature students’ Liberation officer  | TF |
| Paige Billings  | Scrutiny panellist  | PB |
| Manav Madlani | Scrutiny panellists  | MM |
| Lauren Riley-White | Scrutiny panellist | LRW |

1. **Introduction and Apologies for Absence**

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|  | Apologies were received from […] |
|  | Gurupriya Karasala – Opportunities and engagement officer Destiny Mazaiwana – Academic officerMuhammad Akbar khan – BAME Liberation officer Aria Dudhia – Women’s liberation officer Mahek Rijhwani – Scrutiny panellist Avani Mehta – scrutiny panellist  |

*Part 1 – Executive officers*

1. **Union development officer -AI**

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| Scrutiny panel | Student flea market – can you please update us on this, is this realistic?   |
| AI | * It has happened already
* Worked well- but rainy day, low engagement due to reading week
* Deposit refunds – all payment issues were resolved.
* If it was to happen again, it would run a lot smoother as all the big problems have been sorted.
 |
| Scrutiny panel | Student events committee- Great idea – what is the update, do people know about it?   |
|  | * Still in the scoping phase
* This is to be step up before he finishes his time as an officer.
* A mandate for next union development officer to make sure its a continuous running platform for students through student council.
 |
| Scrutiny panel  | Student council is part of your remit – what are you doing to make sure that its effective and successful for students. And a platform for everyone to use?   |
| AI | * People aren't aware or taking it seriously as they should be
* Bringing in an amendment for a mandatory committee member Prescence at each meeting through student council.
* Bringing more awareness – push more marketing.
* Looking at engaging more course reps – possibly adding in another bylaw amendment to attend at least 1 or two during the year.
 |
| Scrutiny panel | Should voluntary positions be voluntary? Lib officers & Scrutiny panellist, Student council chairs, Faculty reps. Paid on an attend basis, hourly wage.    |
| AI | * Potential talks with trustee board
* This would be based on hourly commitment to the role.
* Need to investigate funding and if the university can afford this
* There has been evidence of other unions paying their parttime officers and other voluntary positions
* Motion could be brought up to student council to investigate bringing in more paid positions
* Must gather evidence and show the university that students will engage and want this position to be paid.
 |
| Scrutiny panel | Student motivators – we need students out getting engagement for the union and promoting events. Can we introduce this? |
| AI | * Marketing and communications team are starting to introduce this concept at this current moment.
* Update can be done at the next student council
 |
| Scrutiny panel | Study spaces are still not great, how will you be looking into this?   |
| AI | * Launching a project soon
* There are plans being drawn to see what the union could transform to look like.
* Change of layout – to make it look better, and accessible for students
* Need to consult with students more about the study and social spaces - about what they need and want it to look like.
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1. **Welfare officer - AA**

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| Scrutiny panel | What are you doing to raise more visibility around your role? |
| AA | * GOATING- main source of visibility
* Talking to students face to face about general updates for example no space for hate and signposting
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| Scrutiny panel | Are you still taking part in wellbeing Wednesday and still connecting with students?   |
| AA | * Lead the last wellbeing Wednesday which had the most engagement.
 |
| Scrutiny panel | Students are struggling to get accommodation, how you supporting this?   |
| AA | * Sign posting to Sulets and other housing agency
* Gathering information from the Advice manager to help with answering student queries
* Komal and Fluffy will be working on this next year
 |
| KS | * Spoke to more than 15 students to ask how to make accommodation more accessible for students and will be focusing on this next year.
* Will be looking at Private housing – and guarantors for international students.
 |
| Scrutiny panel | Are you doing regular check-ins with students, could you start something if not?   |
| AA | * Students regularly come to see her to talk and have catch ups with her.
* Open to talk to students to speak about their wellbeing and be signposting to relevant services
 |
| Scrutiny panel | Free breakfast update?  |
| AA | * Gathered data through GOATing and giving out freebies on a stall
* More than 300 replies from their questionnaire
* The university do not have a verdict yet about the decision to do it again this year.
* Looking at having an alternative – discounts or just student's free breakfast
* Finances has made the decision for the university difficult.
* Executive officers are looking at a permanent project which will support cost of living
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1. **Equality and diversity - KS**

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| Scrutiny panel | Have you been working with all liberation officers to support with projects?    |
| KS | * Liberation officers are doing well so do not need as much support
* Has been joining all their 1-2-1
* Helping Muhammad (BAME Liberation officer) with his leaflet
* Supporting Nerissa, Toni, and Chimdi. She is constantly looped into what they are doing and offering advice
* Regularly in contact with all officers.
 |
| Scrutiny panel | Do people know what equality and diversity is – could you improve awareness of this knowledge?   |
| KS | * 50/50 students know what this means
* This might be a new term for some students
* Awareness sessions were delivered - for example in black history month
* Lecture shoutouts and GOATing could be done to spread more awareness.
 |
| Scrutiny panel | We feel you are very visible online and around campus compared to the other exec, is there any way you could encourage or bring them in on your methods?     |
| KS | * Depends on the other exec availability.
* Bringing in all exec with current online videos.
* Looking to introduce a Visibility workshop or training session for the exec officers - taught by herself.
 |

1. **Feedback**

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| AI | Actions -* Utilise marketing by working with them to create strategies to get more engagement for student council and officer projects.
* Student events committee and student motivators – make sure people know about this, prior to it starting, communication needs to happen now.
* Put forward the bylaw amendments – committee members mandatory attendance and course reps.
* Motion for liberation officer and faculty to investigate being paid
* Mandate next officer to take over student events committee.
 |
| AA | Action –* Utilising social media platform to raise awareness e.g. TikTok videos and Instagram reels.
* Put forward the alternatives for free breakfast to the university
* Gather Research for ways you can help support international students get guarantors
* To make your check-ins more organised and systemic so you delegate a certain time to people when they need to talk to you.
 |
| KS | Actions - * Gather Research for ways you can help support international students get guarantors
* Deliver visibility workshop or training to the other exec
* Using posters/ banners to explain what equality and diversity means.
* Look into educating students on EDI, for example a workshop
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*Part 2 – Liberation officers*

1. **Disabled students’ Liberation officer - ND**

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| Scrutiny panel | Your map is great – how can you tell people about it?   |
| ND | * Ian – in contact with him to do an article about her map,
* Still waiting for the draft to come back
* This is to be published in articles and via emails
* Currently chasing this
 |
| Scrutiny panel | Is there any more you could do for disabled students?    |
| ND | * Will reach out to them to see what they want
* Researching will be done to then make some actions
 |
| Scrutiny panel | Movie night sounds good – How will you be promoting this?  |
| ND | * Meeting with Natéa to rework dates
* Reaching out to societies
* Get demon media to promote it
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1. **Postgraduate students’ liberation officer -JO**

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| Scrutiny panel | Postgraduate Day sounds good – How will you be promoting this? |
| JO | * Social media posts
* Requested opportunities team, to send out emails to societies.
* Requesting people to sign up to the event listing when it is on the website
* Inviting Classmates and postgraduate course reps
* Looking at gathering around 50-100 students
 |
| Scrutiny panel | Can you explain how the postgraduate society will operate?    |
| JO | * Communication via what's app group with other members
* Still in the works currently
* It is set up will all the necessary members, but a meeting needs to happen to deliberate about the operation of the society
 |
| Scrutiny panel | Finances is a big issue for postgrad – Are you going to be addressing this, if so, how?    |
| JO | * Using the society to ask about financial issues.
* Will be Signposting to DMU finance.
 |
| Scrutiny panel | Are you speaking to the university to make sure that postgraduate students get the same opportunities as Undergrad?   |
| JO | * Using the postgraduate day and GOATing to gather feedback to find out if this is an issue
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1. **International students’ Liberation officer - CO**

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| Scrutiny panel | Ted X is a promising idea – is this realistic with the time limit and what are your alternatives? |
| CO | * Ted x is not realistic, so the alternative is to do a partnership with the university that is similar to a ted x
* Ted x DMU is already happening through the careers team
 |
| Scrutiny panel | Language barrier, has become an issue when doing assignments, speaking to staff and students, how are you supporting this?    |
| CO | * Making a frequently asked question for students to have access to
* Wants to Meet with Natéa and Sarah to discover further
 |
| Scrutiny panel | How can you help with making Visa support more accessible?    |
| CO | * Hopefully will be meeting with Shushma to make sure people are aware of where the visa office is and how they can support.
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1. **Mature students’ Liberation officer** **- TF**

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| Scrutiny panel | When will we be seeing the outcome of your project and what will this look like? Is there anything you can show now to build anticipation?    |
| TF | * The deadline for the guide for students and staff is during the student choice teaching awards in June
* Base document is complete for both staff and students, workshop to be delivered to staff as a dry run to see how they use and internalise the information.
* GOATing to gather more feedback from mature students by the SLTC
* Integration of the guide into DMU services like base camp and learning zone.
* Will be speaking to the next mature student's liberation officer to hopefully keep the catch ups going.
 |
| Scrutiny panel | Can you please update us about the Rail card – Can you speak to the university about this?    |
| TF | * Better delt with the NUS national
* Will be talking with Amir – to follow this up at the conference
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1. **Feedback**

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| ND | Actions * Reach out to Ian to make sure that the article comes out
* Gather Research about what disabled students struggle with, where do they do need help.
* Update on movie night dates at next student council.
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| JO | Actions * Collaborate with Komal and fluffy about accommodation
* To make sure the society is up and running and more students join the society – update at student council.
* Look into a collab with the exec about a cost-of-living campaigns for cheaper food options for postgrads
* Update on your society and how it's being run at student council
* Contact the next postgraduate liberation officer to talk about the continuous running of the postgraduate society
 |
| CO | * Produce a project timeline of your ted x alternative to update at student council
* Bring awareness to visa support, translation on laptops and English classes from DMU global.
* Could you ask for more Englishers classes from DMU global if they are at their capacity.
 |
| TF | Actions - * Make sure to contact Amir with the following up of rail cards.
* Mandate or speak to the next mature liberation officer to continue this issue regarding rail cards.
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| **PB** | Closed the meeting.  |