

**Officer Trustee Report
Board of Trustees**

TOM WHEELER - PRESIDENT

Union Space Review

I am starting a project to review the Union Offices, with the objective of making them more student facing and accessible. I'm really excited about this opportunity to fix a few long-standing issues that we face operating in the building. This is still ongoing.

Highlights of the year

College Bursary

I put a lot of time into continuing the work of Marissa Lewis (Deputy President (Welfare) 2013/14) to address the squeeze-middle that adversely affects our students. We successfully lobbied to improve the College bursary such that it worked more harmoniously with the Student Loans Company loans and bursary. As of 2016/17, all students from a £50k household income will receive over £11,000 as a total financial support package, to ensure they can afford to meet the 39-week cost-of-living estimation. In addition, students from household incomes of less than £16,000 will receive over £14,000 as a total financial support package, to ensure they can afford to meet the 52-week cost-of-living.

First-Year Accommodation (Halls of Residence)

The College is currently nearing relative completion of a huge overhaul of their first-year accommodation portfolio. There have been real losses due to this, including the closure of Evelyn, Garden, and Weeks hall. Positives that have come out of the ongoing conversations include a guarantee that Pembroke Hall will remain open for 3 years; a promise that the College will offer us the option of using Evelyn Garden after its refurbishment (following a consultation on whether it would be in any way affordable, this consultation will begin in December 2015); improve the rent price portfolio following feedback from the 2015 cohort (in December 2015); review the Hall Activity Fund (in December 2015) as well as consult on a "general specification" of rooms in halls (again, in December 2015).

Club behaviour and discipline

Some of our Clubs were involved in incidents on the London Underground and a privately hired coach, respectively, which gained the attention of external bodies including: the Transport Police; Avon & Somerset Police; Transport for London; national press; sponsors; the Coach Company; affiliate bodies (RFU) and College Tutors. We believed that it was important to act swiftly and severely to reduce any possible future ramifications for the students involved; as well as protect Club, Society and Project autonomy (which would be threatened if College intervened); and protect the Union's reputation. We ended up with no criminal or academic sanctions for any of the students involved, no loss of sponsorship for the clubs involved; and no long-lasting reduction in activity levels across our Club, Society and Projects, which is something I'm really proud of as an outcome.

College Strategy

I engaged from very early on in the writing of the College's new Strategy for 2015-20, which will set out the direction of the College for the next 5 years. This strategy affects a large amount of the University's culture and underpins a lot of their decisions for years to come. Due to our work on providing feedback and inputting on the drafting of the strategy, we succeeded in getting the College to make firm commitments to: prioritise the mental well-being of the student body; recognise students as key stakeholders and consult them on the decisions; and to provide a portfolio of inclusive activities and services. These aims (amongst others) were not included in earlier drafts, so I am very proud of the successes the Union has had here.

DEPUTY PRESIDENT CLUBS & SOCIETIES – ABI DE BRUIN

External Speakers

External Speakers have been a huge body of work this year, not just in terms of the operational pressure of ensuring they are all processed in a timely manner (and dealing with the arguments with College Security), but the strategic work we've been putting alongside it. We have put a lot of time in to looking at how the

process works and, together with college and student groups, have pieced together a new process that will hopefully make it a lot easier for students.

Hand in hand with this has been the large body of work I did alongside the Islamic Society on the Prevent strategy and Counter Terrorism Bill, producing a formal response to the Government consultation as (DPCS, E, W and President), and working with the Union and College ongoing to ensure we are compliant both with the upcoming regulations regarding externals but also the Union stance to engage as little with Prevent as possible.

Out In Sport

This has been a project I've been particularly proud to work on this year, not least because of the dedication of the student volunteers involved. We have picked the project back up over the last few weeks and have been working on finalising the results analysis and the writing up of the report, aiming to release a report before the end of our terms of office.

This will hopefully feed well into the combined Sport Imperial/Union Sports Strategy that we are working on the planning stages of at the moment.

Room Bookings

As I'm sure most student groups that book spaces are aware, the process by which rooms are booked is not ideal. I have put a huge amount of time in this year to feed in to the College's Operational Excellence stream on Room Bookings which will hopefully produce many beneficial outcomes. Since the last few months have been broadly consultation and research into issues I do not at this point have a definitive list of outcomes to report to Council, but the steps are now in place for the future to see huge improvements to the system by which room bookings are processed, the interaction with College Security in the process, and a variety of other less club focused, but more broadly for the use of space, benefits to students in particular for their lecture timetabling too. Recently a lot of the work on this is ensuring it gets appropriately handed over to staff and incomings to ensure that the lists of recommendations have progress on them made rather than are simply lost.

Whilst minor, we have also managed to streamline the process for clubs booking space through the College Conference and Events team by reducing the Union list of signatures from three named persons to a single 'union' sign off – this seems to be really reducing a lot of the frustrations surrounding booking these spaces.

Risk

Whilst not something I had anticipated working on this year, this has been a project I've been putting a lot of time into over the last few months. I have been doing a lot of research into best practice at other institutions as well as a thorough look at the Union's current processes. Attacking risk for 350 clubs was, unsurprisingly, not a particularly small task but there are now a list of proposals and recommendations that I'm hoping we can put into place both short and long term that will make risk assessing more straightforward and appropriate, and also to try and improve the rate at which incidents are reported.

Storage

As I'm sure many are aware, storage is a continuing problem, perhaps unsurprisingly as a South Kensington based university where space comes at a premium. I and the activities team have been putting a lot of work in over the last few weeks to start really attacking the problems that we have seen this year, starting with the organisation of a waste amnesty this term. We have also been looking more long term for space audits and processes to be put in place regarding the monitoring and control of storage space going in to next year, transferring a lot of storage control to staff so that the historic problems associated with the DPCS control, and thus knowledge loss each year can be avoided more.

DEPUTY PRESIDENT (EDUCATION) REPORT – PASCAL LOOSE

SACAs

Since the last meeting we held the SACAs ceremony on 11 May. The event was a great success, we had over 100 attendees, the videos of students were stellar and generally everyone had a great evening. We're currently discussing with the Education Development Unit (EDU) Office to see how we can make more of an use of with the nominations we receive from the SACAs.

PG Representation

I attended the Medicine AWO's Medicine Student Representative Forum, which brought together several PG reps of the Medicine department. The discussion highlighted many areas that the Medicine PG students would like to see fixed and I'm planning on meeting with PG reps of other departments to discuss their experience.

Sue Gibson, Director of the Graduate School, and I are currently trying to organise a PG SSC Forum, similar to the SSC Forum outlined in the January Report. This requires a lot of work beforehand, because the PG SSCs are so varied. We had a meeting with various faculty members on 03 June and hopefully we'll be able to organise the forum soon.

Education Day

On 11 March I was invited to attend and participate at the Education Day, themed "Students as Partners", organised by the EDU Office. It involved discussions about the College collaborating with students regarding feedback, supervision and course design.

Sky Yarlett, Representation and Campaigns Coordinator, and I met with the EDU staff to discuss next year's Education Day and where we can improve. This year's Education Day was titled "Student as Partners" and we are currently exploring themes for next year.

Consultation Hub

The Officer Trustees are often asked to gather students for a discussion and send out surveys to students on behalf of the College. This is an exhausting exercise and doesn't benefit the work we undertake to engage with students. A potential solution to this problem is to embed a Consultation Hub on our website where we allow College to submit surveys and information about upcoming projects.

Alex McKee, Head of Student Voice, and I have meet with College to further discuss the Consultation Hub for our website. We will implement the site soon, we need to code the site and write some guidelines that will set out mutual expectations between the College and us.

Rep Thank You Event

Debra Humphris and I held together the Rep Thank You Event on 13 May. We invited the final year reps along with some College staff for coffee and cake to say thank you for their work over the last year.

The event has a lot of potential that we weren't able to make use of this time, so at the moment we're exploring the possibilities for next year.

PRES

The Postgraduate Research Experience Survey closed recently and we now have the results. We'll be working with the AWOs to write recommendations for the College to implement.

Academic Representation Network Strategy

Andrew Keenan has written a comprehensive ARN Strategy and we have discussed how we will be able to implement various aspects of the strategy.

Student Experience Survey

The College has set out to decrease the amount of surveys students are asked to complete. As a result many surveys will be combined in one Student Experience Survey. Alex McKee, Chris and I have been involved in the discussion of what to include in this survey.

Global MBA Course

The Business School are trialling a new UG course with the Electrical Engineering department. The Business School and I have drafted a consultation plan to ensure that the students are aware of the development and that their feedback is considered.

Union Awards

I have written nominations for the Union Awards and chaired the panel for the Academic Representative Network.

ALEX SAVELL – DEPUTY PRESIDENT (FINANCE & SERVICES)

Policy Review

As one of the things I wanted to achieve this year I looked to change or update a number of Policies. I have now started this process. Last board meeting we ratified the Web Policy and at this meeting I bring an updated Felix Policy, a slight change to the Web Policy based on some user feedback, the recently passed Web Conduct Policy (approved by CSPB but submitted for information). And have started work on updating the Staff-Student Protocol and a new CSP Budgeting Policy for which I have also run a budgeting exit survey. It is also worth noting that Earlier in the year I worked with the DPCS to draft the New Activities Committee Policy and the Activities Development Board Policy.

Summer Ball

By the time of this meeting the Ball will be almost upon us. Sales have gone better than last year and we have taken a decision that I have been pushing for some time – to open h-Bar in order to have a 3rd live venue and an enhanced event capacity. We have now done this and increased capacity by 250. As well as allowing a club (Jazz and Rock) a dedicated performance space at the event this should help us to grow the summer ball and as we have put quite a lot of pressure on the budget for this event in 2016 this is a very good learning opportunity to ensure that we can be successful at this in future.

Draught Tender

At time of writing this process is just concluding. Myself and the now Social Enterprise Manager have met with a number of breweries. The process has been more complicated than previously, with no clear front-runner at any stage. To some extent this has been very positive as it has meant a lot of competition and a great deal for the Union however it has also made it very difficult to choose. However, I am confident that Matt has reached a well-reasoned recommendation and would recommend the same option.

Union Budgeting

A large amount of time has gone into this and, as you will see, it has led to a version being submitted to both F&R and Trustee Board. It is my feeling that this has been one of the toughest years of late for budgeting and in order to achieve some of the ambitious targets within our services that we have laid out some really tough decisions have had to be made which I am sure Joe and Malcolm will outline. We have leant heavily on the revenue generating budgets this year and asked them to achieve big increases in key areas and steady growth in all and have still had to achieve some efficiencies and reduced expectations in some areas. I will not say that it has been a fun experience for me but it has been an interesting one and I think that the amount of pressure we have put on the organisation. My one recommendation for an altered approach is that we should aim for a £75K surplus and a £50K Contingency rather than a £50K surplus and £75K contingency. I believe this is more transparent and shows the real direction we intend to travel in, I also believe that if we ever used the current full £75K of contingency then we should ask questions about the success of the year and the budget which would be better highlighted by a slightly smaller contingency and raised surplus expectation.

Review of the year

Introduction

First off, I would like to say how rewarding this year has been for me personally and my personal development. I have grown to understand how organisations work a lot better and have worked with some incredible people. There have of course been tensions and difficulties to work through this year and not all of these have been pleasant. The finance restructure was not a fun experience for me and the nature of my role meant there were times I felt held to account for the failing service provision in that area where I had little or no control. This has fuelled my opinion that we need to be more transparent as an organisation about what the role of Sabbs is and what the role of staff is within the Union.

I have also felt it very difficult to achieve some of my broader goals. It is still proving very difficult to get movement on replacing the sound system in Metric in order to make that into a real live venue for instance and I have not had the time or resource to really make a difference to the Metric website which was a part of my original presentation to board last August. As well as this, I have been unable to look at changes to our catering service due to the changes in that department still not being complete. I think we need to invest time in both supporting Officer Trustees in making changes and in being more transparent (and perhaps more pragmatic) about structural changes in the organisation, how long they will take and what

level of service we will be able to provide in the interim. I'm very keen to see how implementation of the Head of Student Voice's plan to develop Officer Trustee Support helps with the former of these as I think it is a very good piece of work – though it potentially ought to extend further to include all Sabbatical roles. Despite these creative tensions I have definitely enjoyed my experience overall and will value it in future. I hope those that I have worked with this year know how much of my respect they have, even when I have opposed their opinion and equally understand that that forthrightness comes from caring about this organisation and its future. There are a number of things that I have been extremely proud of this year. Some of which have been mentioned in my on-going work above but a couple of others I would like to highlight below.

Higher Education Funding

I did not expect to be working on Higher Education Funding this year, it came up and seemed an organic growth of the DPFS role to be considered as part of my remit as well as as part of my more general responsibilities as a Deputy President. I hope that Funding more broadly will remain the purview of the DPFS since the role usually attracts someone fiscally minded with an interest in the sort of details inherent in such a debate. Working on the plan to implement a new policy in time for the General Election Campaign was a challenging endeavour and took a lot of personal effort from me and those that took an active role in it. I am very proud of the several hundred responses we got to the survey that was produced and approved by council and the analysis and work that went into the recommendations and analysis document used to form the foundations for the policy which, after an inquorate General Meeting where there was nevertheless some very well informed and productive discussion, was ratified with only minor adjustments at Union Council in December.

Since then we have been working on a strategy to engage election candidates, leading to our rebranding of the campaign as 'Fund Education Fairly'. Eventually we engaged with all the candidates standing in five key constituencies, where we know the majority of our students are situated, and published the responses to three key demands for those that responded to us. There are still improvements to be made in being recognised as an important local organisation to engage with and in how we campaign and support campaigning, but I am proud of what we did accomplish and the published material on the Union website. We will be continuing to campaign on the stance established in the Higher Education Funding Policy including the amount of work that went into our response to the government consultation on Masters and PhD loans.

Club, Society and Project Budgeting

There is a lot of work still to be done to improve CSP budgeting. Some of which I have noted that we are starting this term but will doubtless be on-going. However, myself and the DPCS put a huge amount of time and effort into this process at a time where there was no Student Activities Manager or Head of Student Experience (formally Membership Services) for support and achieved a number of really good steps. We introduced more budgeting training opportunities for CSP chairs and treasurers with some of these taking place on other campuses, an updated budgeting training guide and managed to help make recommendations on budgeting decisions which reduced the time CSPB had to commit to Budgeting by approximately a factor of two.

Operational Excellence and College Strategy

Looking back, probably too much time was spent on Operational Excellence however I am proud that the Student Finance stream upon which I sat gave such productive recommendations to the SIMP board. Many of which look like they will be being implemented in the short to medium term. Also, as a result of this I have had a number of meetings with Senior College Staff putting transparency for international payments and hidden charges on the agenda, there is more work following this up to be done in the coming year however it led to one thing that I am particularly proud of; which was having input into the Financial Sustainability Strategy Group's document on the future of Higher Education. While un-credited this was a great opportunity and was indicative of the respect college has for the Student Union and a really interesting opportunity to work with senior college staff on a document made in conjunction with other Higher Education Institutions.

I'm also really proud to have sat on the Financial Sustainability stream of the College's strategy where I was able to plant the link between student satisfaction and alumni donation as a key area if the college intends to increase this aspect of their fundraising. As well as this I was involved in the Union's response to the College's Strategy draft and was really impressed with the amount of effort that went into turning that around extremely quickly and to such a standard.

VAT Exemptions

In many ways this was a much smaller piece of work and will probably remain largely invisible in the near future. However, I think it has already started making a difference to clubs and societies since, as an approach, it means we can make more events VAT exempt and potentially help CSP fundraising across a spectrum of clubs and activities. The next steps in this process are to think about how best to monitor and administrate the new approach.

DEPUTY PRESIDENT (WELFARE) – CHRIS KAYE

Women in Science

Following my manifesto pledge to make Imperial more female-friendly, you may remember I lobbied successfully for sanitary products to be sold at-cost on Campus. I also look forward to next year working on improving access to women's sports and laying ground rules for participation in sport regardless of background of gender.

Donations to Student Support Fund

In-keeping with my promise to donate a third of my salary to (what is now called) the Student Support Fund, I can declare that to the date 4th June I have donated £3,526 to the Fund. With Gift Aid this has been topped up by Her Majesty's Revenue and Customs to £4,408. I expect to exceed £5,000 (reflecting 1/3rd of my salary next of NI/Tax/Pension) by the time of my final DPW payslip in August 2015 – which will of course also be topped up by HMRC by 25% meaning over £6,000 will have been given to the Fund by the end of the academic year.

Engaging Under-18s

You may recall that we have an alcohol-free club night at the Union called Dri, which was a hugely successful and popular event. The Union must continue to commit to providing wherever possible identical services to our under-18 year old members as we do to our over-18 year old members.

“Back to basics” Union

I pushed for more transparency and scrutiny in the appointment of appointed Trustees to the Board. I'm delighted to report that the majority of panellists on appointments have been students.

Room Swaps

After some success on this front, I look forward to working with Jennie Watson to push College further to allow inter-hall room swaps next year.

Student Led Campaigns

I'm delighted by the success of student led campaigns this year, which have truly become a significant part of what the Union does and funds students to do. I will push for more direct advocacy next year.

Looking Ahead

Next year I will be DPFS. It will be my 6th year here and I relish the challenge of spreadsheets, number-crunching, and being the democratic oversight of our services. I look forward to Clubs being able to receive donations direct from members/alumni. I look forward to a revamped menu in the bar with my input. I look forward to working with College on making the student experience in Acton the best it can be. I will make myself available in Acton, will visit Acton and make use of our Union facilities out there. I also look forward to feeding in to Imperial West (White City) development to get the very best services for students on the new Campus. 2015/16 is going to be a very exciting year.