

OFFICER TRUSTEE REPORT

PRESIDENT – LUCINDA SANDON-ALLUM

Operations and updates

- Evelyn Gardens is undergoing refurbishment, ready to be opened as private residences in September 2016. There will be 250 rooms available on a 51- week contract, starting at £182pw. The residences will have 24-hour security, residence assistants and cleaning of communal areas. Since release the residences have proved to be exceedingly popular, with all rooms being filled within a matter of days. The popularity of the rooms will most likely mean the development of a further 200 rooms will go ahead (to open in 2017/18).
- Cyin and I presented the NSS response and Future Student Services recommendations to Provost's Board. The recommendations in both papers were passed and implementation actions are going ahead.
- The Union have been given a presentation on the White City plans. We will be involved in substantial student consultation and will have an input on the ideas behind a Union presence and spaces on the new campus.
- Interview panels: Interim Managing Director, Interim Head of Student Voice and Communication, Systems Manager, Student Trustee appointment, Vice-Provost (Education) and Finance Manager.
- Ben, Jennie, Cyin and I were involved in an away day at Silwood Park to discuss the College's long-term (30/40 year) strategy.
- Currently taking part in the Union's budgeting process.

Objectives

Completed	In progress	Not yet started	Dropped	Delegated
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<i>Housing</i>	<i>Tackle the issue of finding quality, affordable housing in London</i>		
Goal		Description	Action
Rent Guarantor scheme for all International, EU and home students whose household income is below the guarantor minimum. The aim is to have College act as guarantor.		To DPW	/
Landlord Accreditation - A platform to allow students to give comments/opinions on landlords and houses they have lived in, to help other students with house hunting.		Collaborated with Move'm – a campaign was run to get students to rate their houses, receiving a £5 Amazon Voucher in return. The campaign was very successful, with hundreds of reviews submitted within the first 10 days alone.	Running another campaign in June, just before the end of term.
Collaboration with other London Unions to amplify the student voice with regards to private housing, during the London Mayoral Elections		<p>This goal has been changed to collaboration with Citizens UK.</p> <ul style="list-style-type: none"> • DPW and I have attended several meetings and events with Citizens regarding the Mayoral Elections and housing asks. • DPW and I have taken a paper to Union Council with the resolve of affiliating with the organization. A West London Citizens representative spoke on behalf of the organization and answered Council's questions. • Membership fee is £5,000pa. 	Vote on Citizens UK membership
Housing advice - publishing a pocket guide for everything you need to know about housing. As well as a publicity stunt, to raise awareness about housing knowledge amongst students and tenancy rights.		DPW and I worked alongside the Student Hub to deliver the Private Housing Evening. It was very successful.	/
Help Postgraduates with finding housemates via housing mixers		Helping Student Hub with their 'Find a Flatmate' event, taking place later this month.	/

<i>Clubs, Societies and Projects</i>	<i>Deliver new income streams for our Clubs, Societies and Projects</i>		
Goal		Description	Action

<p>'Find a sponsor' event - a careers fair format, inviting organisations and companies to network with CSPs, to link up club and sponsorship.</p>		<p>After discussing with Student Activities Team and Head of Student Experience, we believe a fair would be too difficult to organize and achieve little for the clubs that need the most help. We believe it would be better to provide better training opportunities.</p> <p>I've drafted a plan for a sponsorship event which would aim to empower clubs to find their own sponsors, ensure sponsorship is sustainable, and give clubs the skills to market themselves. The event will consist of alumni and student speakers, a Q&A panel, networking and a sponsorship pack.</p>	<p>Dates to be decided for event this term.</p> <p>Contact alumni office to gather contacts.</p> <p>Put together sponsorship pack and timetable for event.</p>
<p>Tailored programmes to give increased support and guidance to CSPs who are unsure of the best way of getting sponsorship. Especially crucial around budgeting in March.</p>		<p>Ongoing support with sponsorship applications. Have helped with several club and society applications after being asked for assistance.</p>	<p>/</p>
<p>Help CSPs achieve their objectives with helping them tackle wider issues beyond funding, by finding out what each want to do/what resources are needed/what needs to be made available.</p>		<p>Since starting in this role I have realised that significant support is available and most clubs have a thorough understanding of what they need to prioritise.</p>	<p>/</p>
<p>Promote gender equality in sports, ensuring better access to facilities for all.</p>		<p>Imperial Girls Can was a success. I had little involvement in the organisation of this event, besides support and promotion when and where it was needed.</p>	<p>/</p>

Feedback	Produce a simple online platform for students to give their feedback on potential changes that affect them		
<p>This initial manifesto point has extended and developed into an idea to produce a Union App. Within this app will be multiple features, including feedback.</p>			
Goal		Description	Action
<ul style="list-style-type: none"> Develop a platform that allows all voices to be heard on an equal platform, with students being asked for opinions and comments before decisions are made, which affect them. Create an app or similar technology 		<p>Since the goals have been written, much as developed over the past term in regards to the functionality of the platform.</p> <p>I have gained feedback via a student survey and focus groups, discussing and developing the ideas I've had. There are a few stand-out functions students would like to see in the App, including ticketing, eActivities,</p>	<p>Contact potential student app developers to take the project forward.</p>

<p>platform in which students can interact with the Union, with a chance to voice concerns and also be a fundamental part in the decision making process.</p> <ul style="list-style-type: none"> • The platform would allow students to filter areas which are of interest to them, for example, CSPs, education, services etc. • The information can be collated and decisions directly affecting students can be based on student opinion rather than assumption. • The long-term aim is to develop an entire Union app, encompassing calendars of events, advice section, activities, service details etc (a lite version of the website), integrating the feedback platform onto this. 		<p>Volunteering (Imperial Plus) and feedback.</p>	
<p>Face-to-face interaction with students when larger decisions will be made. This would include stalls in the JCR to get feedback, as well as asking students on-the-ground on their opinions</p>		<p>This goal is ongoing and I regularly interact with students over lunch times.</p>	<p>/</p>

Women		Work with the College and external organisations to encourage more women to engage in education and research in STEM	
Goal		Description	Action
<p>Celebrate that it is the first time Imperial College and Imperial Union have two female leaders. Collaborate with Alice Gast (President of Imperial College) to commemorate the first of all female leadership.</p>		<p>Alice and I have worked together on numerous occasions and also produced a President to President video, discussing the first term of the academic year, big events, the students, gender equality and women in STEM.</p>	<p>/</p>
<p>Working with Outreach to inspire girls into STEM subjects and leadership.</p>		<p>I've worked with Outreach, women groups at Imperial and individually on multiple projects. I have also been involved with several girls into STEM related events, speaking or sitting on a panel at them all.</p>	<p>/</p>
<p>I am on the College Gender Equality Steering</p>		<p>The research commissioned is in its final phase. An Action Inquiry group</p>	<p>Currently recruiting</p>

Group, which is a unique academic study being carried out to understand the dynamics of the College community, in relation to gender equality.		will take place, with the aim of discussing the themes arisen from focus groups and other research data.	students to take part in the final phase.
Organising events that will promote gender equality and celebrating women in STEM, including HeForShe tour and a week around International Women's Day.		<ul style="list-style-type: none"> • See Outreach goal. • Successfully assisted in the organisation of the HeForShe Tour to Imperial and acted as Master of Ceremonies. • Helped organise and take part in multiple College and Union events during the Women@Imperial Week. I was also a part of volunteer recruitment for the W@I Friday schools outreach. 	/
I sit on the Athena SWAN committee, assisting College in the re-awarding of a silver award, recognising the College's efforts in gender equality amongst the staff and student body.		The application has been submitted!	

Community	Work to create more of a sense of community within the student body		
Goal		Description	Action
Celebration of Culture' evening - an event to bring together all international societies for an annual celebration of food and fun.		<p>A lot of time was spent last term trying to organise an International Night (iNight) with the Overseas Societies Committees (OSC). However, due to the lack of correspondence with the OSC committee and International Officer, the iNight could not go ahead in Spring Term.</p> <p>The Student Activities team and I are keen to ensure iNight goes ahead in June. The evening aims to celebrate international culture at Imperial, via food, drinks and entertainment.</p>	Meeting with OSC, International Officer and Student Activities to discuss next steps, to ensure the evening will take place this term.
Work with Postgraduate reps to create more of a sense of community. This will be done in the following ways: Integrative bi-termly events e.g. PG vs. UG events such as pub quizzes Greater engagement with 1 year Masters students		<p>The DPE currently works closely with the reps academically.</p> <p>Having spoken with PG students, they don't particular want events to be organised, but rather to focus on issues that affect them academically and pastorally. In addition they definitely don't want events side by side with the UGs!</p>	Discussing PG engagement with the Constituent Unions.

Implement an innovations day for PGs to showcase their work to other students and UGS.			
Continue relationships between Royal College of Music, Royal College of Arts and Royal Veterinary College - an annual Royal Mixer organised for November.		The Royal Mixer in November was a great success!	/

DEPUTY PRESIDENT (CLUBS & SOCIETIES) – BEN HOWITT

Operations

- CSP Budgeting has completed. A review of the process aiming to reduce volunteer time is underway.
- I am working to continue the development of effective online support for clubs and societies in the form of training and tools.
- Administrative processes between myself and the Activities Team are now in a strong state. There is work to be done in defining these before the end of my term.

FATSO – My Annual Objectives

Work remaining:

- Club Constitution and Policy Review
- Delivery of a Management Group Training Day
- Completion of Sports Strategy Consultation
- Launch of pilot groups for CSP 5 year planning
- Impact and next steps profile for each objective

Completed	Impact to be assessed	Handed over	Work ongoing	Queued	Dropped
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Objective	Actions since last meeting	Status
<i>Future – “Ensuring you carry the skills you learn into your future”</i>		
Taking the lessons from Imperial Plus and creating a development program that supports students regardless of their Union role.	Continuing engagement in the ‘Our People’ Strand of the strategy has fed into objectives around better support for student staff and students engaged in social enterprise.	
Pushing the Union to celebrate club & student success throughout the year.	Impact Reports have now contained messaging around club successes on two occasions.	
Building links with Imperial’s existing Social Enterprise & Community Action groups.	ICSM Connect organised a volunteering dinner to bring together students engaged in social change and charity work. The organising committee are involved in taking their success into the Community Action Group and making it more effective.	
<i>Activity – “Improving the resources available to support you in your role”</i>		
Rewriting key policies and adding accessible procedures	The budgeting process has now completed with repeated reference to the process defined in the early stages of this year. A number of key processes are being moved online. This has been generally well received. A wider-scale review of expiring policies is underway, with a number of CSP-critical policy under scrutiny. I am working on a review of club constitutions to make them more useful living documents.	
Overhauling the support we give to new societies, and those facing difficulties.	A mentoring scheme has been trialled with new clubs, with varied success. Staff support to new initiatives has increased with new staff in Student Development. Solutions in this area require more capacity within the Union to meet with student groups, which is being created through work on the processes around new initiatives.	

	There is work planned to develop 5-year plans with a pilot group of societies for next year.	
Compiling a guide to raising money from Sponsorship, Trusts, and the public	I am working with the Union President to develop the existing support in time for a Sponsorship event taking place in summer term.	
<i>Training – “Making CSP Training more relevant and helpful”</i>		
Continue to improve the training that’s delivered to new club officers.	NCO inductions are now in their second year, having been worked on by Student Development at length.	
Develop practical and targeted sessions aimed at different committee roles	I have continued to work with the student activities team to develop targeted sessions, with final work taking place during June/July to assess areas for future development.	
Assist management groups to develop their own sessions and support.	A management group away day is in the planning stages, with one of the training sessions including “how to deliver a session”. Management Group Chairs and treasurers have been more involved than ever before in delivering formal processes. Further work is needed to reduce the admin load on Management Groups before this can be possible.	
<i>Sports Review – “Creating a new Sport Strategy for Imperial that includes all”</i>		
Engages existing Sport and Physical Activity (S&PA) volunteers and participants.	Consultation on the Sports Strategy has included club committee members, and early stages involved significant feedback from participants. There remain some challenges around student buy-in to the strategy.	
Prioritises excellence in minority representation, not just mediocrity.	Involvement from the DP (Welfare) and LGBT+ Officer has helped to bring a focus on removing barriers in physical activity. Feedback from CSPB has suggested that the name of the sports review may be a barrier in and of itself, and I am pushing for a recognition of the wider lifestyle and wellbeing element that will resonate with larger sections of the student body.	
Offers support to leadership positions as well as excellent players	Objectives in the Sports and Union Strategy include wider opportunities for personal and professional support, and better support to club chairs to carry out their roles.	
<i>Outreach – “Making Club, Society & Project activities part of our local community”</i>		
Supporting clubs that already do outreach in the community.	With the addition of new staff in Student Development, staff have been able to make contact with a number of clubs and student groups involved in outreach and support them to achieve their goals.	
Feeding into outreach programs at Woodward and White City.	I have continued to engage with the Societal Engagement Group within College.	
Piloting an “Adopt-a-Charity” scheme for Clubs, Societies & Projects.	RAG’s support for this activity is well-established, and there have been a number of successes including Medics’ RAG.	

Report to Board

Chun-Yin San, Deputy President (Education)

April 26, 2016

Academic Representation Network

- The **Research Reps Review** is continuing. We have started work on the 'Roles and Expectations' workstream, exploring what motivates Research students to become Reps. A report on progress will be presented to the May ERB. A change in membership means the project is now fully driven by PhD Reps.
- A new **Representation Coordinator** has been appointed, and will be joining us full-time from July. This is expected to reduce the burden on the Education & Welfare team and allow us to increase the level of support and personal development opportunities available to Academic Reps.
- All **VPE Student Forums** have now been held and minutes are progressively being circulated. The turnout to sessions were overall below expectations, but comments from Reps suggest that this is attributable to a message clash with Leadership Elections. We'll take this on board and make adjustments for next year's sessions.
- The **Leadership Development Workshop** evaluation results have come back, showing an 85% satisfaction rate amongst participants.
- Results from the **Student Experience Survey** showed that 98% of respondents were satisfied with the performance of their Academic Reps, though around half of students don't necessarily know who their Reps are (consistent with previous years). This is very useful feedback – proof of the great work that the Reps do, but also a continuing need for us to improve communications in this area.



Academic Affairs

- The College's Assessment Task & Finish group has **endorsed our recommendations on feedback timelines, feedback quality, and release of provisional grades**. This represents a major change in College policy; should the new regulations be ratified and implemented over 2017/18. Well done to everyone who has contributed to this great success.
 - Access to exam scripts and zero-tolerance is still being discussed, but I remain cautiously optimistic on our recommendations on these topics.
 - I will be supporting Jennie and Angela, Advice Services Manager, in producing the ASF Response component on **appeals & complaints regulations**. Progress on regulations in this area remain worryingly slow. We maintain that legitimate mitigating circumstances should be accepted after deadlines, and an appeals procedure tailored to PhD students must be in place.
- We are collaborating with the Graduate School to **launch a far-reaching review** that will reflect and improve on all facets of the PhD experience, and are currently identifying possible students to sit on the project workstreams.

Learning Environment

- There's been a lot of progress and constructive cooperation with us on making improvements to **Hammersmith Hospital and St Mary's Hospital campuses**, and as a result we will not be going forward with a campaign at the moment.
- Our engagement with Education Day, which explored how/whether **an Imperial education transforms its students**, went very well and has catapulted the workload intensity of Masters

students to the top of the agenda. I trust this will set good foundations for my successor, Luke McCrone, to tackle issues facing Masters students next year.

- I am coordinating our response to the student/education experience component of the White City campus consultation, while Lucinda will continue to lead the main consultation with the campus Masterplanners

Personal & Professional Development

- I am presenting about the educational benefits of getting involved in volunteering/innovation/enterprise to Heads of Departments on Tuesday April 26. This will be the first meeting between the Union and HoDs in such a setting, and we hope to build new partnerships and get more Departmental support for students to get involved.

Miscellaneous

- Initial results from the diversity strategy workstream were presented to the Board of Trustees. This work, which is at very early stages, will continued to be developed following input from the trustees.
- I have taken 10 days of annual leave over the Easter break.

Deputy President (Welfare) Board of Trustees Report Jennie Watson

Committees and Boards

- Attended Disability Action Committee where I presented research from Disabilities Officer Nazim Andani on student declarations of disability and support at Imperial compared to support in schools.
- Attended Equality & Diversity Committee. The Gender & Institutional Culture research was discussed however the concept of challenging discrimination received a surprisingly mixed response.
- Attended the Mental Health Steering Group where we discussed the upcoming national mental health awareness week and how to coordinate events for both staff and students. I also used this meeting to continue to push for increased mental health & wellbeing service provision at the Hammersmith campus and counselling service provision at Charing Cross.
- Attended Complaints & Appeals Task and Finish Group with Advice Services Manager Angela Urasala to discuss new College wide regulations for mitigating circumstances, academic appeals and complaints. This is generally a frustrating and slow moving group. It seems that the committee is currently overly focussed on making applying for mitigating circumstances more difficult in order to prevent false applications. However we feel that this is entirely the wrong way to go about designing academic processes and that the mitigating circumstances process should be as straight forward and non-intimidating for students as possible.
- Attended the Access Agreement & Financial Support Working Group to present the Union response to the Imperial Bursary Survey. There were very few surprises in the findings of the Imperial Bursary Survey, however there are some suggestions that lack of financial support is a major barrier to pursuing further study. Put in context with the recent study of graduate earnings released by the IFS, it is pretty clear that more needs to be done to support students from low and middle income backgrounds.

Projects

- I have secured a commitment from the Provost to support provision of counselling services at Charing Cross campus. The details and logistics of this are still to be established between the Faculty of Medicine and the Counselling service.
- I have secured a commitment to improve financial support for medical students. The College is working with RBS to establish the details of a loan of final years with a 12 year draw down and they have agreed to give students the option to spread their Imperial Bursary entitlement over 6 years rather than only receive support in the first 4 years. Although this is a massive step forward in one area, it is still not the ideal solution and I plan to continue to work for improvements to financial support packages across the College until my last day in office.
- I am currently working with a Management Trainee from the College to put together robust policies and procedures around sexual violence cases,

including clear and supportive guidance for student facing staff who may be a student's first point of call for disclosure of such an event. Although the College already produced a draft policy, it fell extraordinarily short of the mark. We are working with them with guidance from the Sussex Centre for Gender Studies, Rape Crisis South London, the End Violence Against Women Coalition, and the UCLU Women's Officer.

- I've also been working in consultation with the Centre for Gender Studies and Women's Officers from UCLU and NUS to develop programs to educate students on consent. Currently we are working to implement a peer-to-peer program similar to those delivered by various JCRs at Oxford.
- Also on the subject of gender and harassment, I've been working with the Vice Provost (Education) and Head of Strategic Projects in the College to secure funding for the training mentioned above as well as for a part time Independent Sexual Violence Advisor who's role will be to support victims/survivors and to help the College with much needed drastic improvements to its management of sexual violence among students. The Head of Strategic Projects has applied for all of the above in the College's financial planning round which is ongoing. I'm now waiting for the outcome of the planning round.
- Regarding the Guarantor Scheme proposal, I am currently working with the Director of Finance to put together a joint paper to submit to Provost Board this term. There have been a few contentions over details of the scheme and there have been a few small compromises, however I am determined that the scheme will be implemented with at least annual review dates. As Nas has expressed a clear interest in carrying on my work on guarantor schemes after I leave, I will be giving him a detailed handover of the project to ensure that we can progressively improve the scheme year on year.

EU Referendum

- Campaigns & Representation Coordinator Sky Yarlett and I are currently supporting a group of students planning to hold a non-partisan debate on the EU referendum with speakers from both the Remain and Leave camps. (The provisional date is currently June 2nd for those interested in attending)
- We are opening up campaigns funding to have one group for either side to run Remain or Leave campaigns. Each side will be funded up to £300 and given equal support. I currently have a group of PGR students wanting to run remain campaign, however no bites on a leave campaign so far.

Other

- I've spent two days with the Student Counselling and Mental Health Service interviewing candidates for two new Mental Health Study Mentor posts. We have agreed to hold second interviews for the five strongest candidates as no decision was made on the day.
- I've been working with Ben to feed into the Sports Strategy and helping to ensure that the strategy is supportive of students and inclusive of all groups of students.

- I'm gradually starting to put together a handover document for Emily-Jane to ensure that she gets off to a flying start in August and doesn't fall into all the same traps I did.
- This week I'll be attending the CitizensUK Mayoral Assembly with the Medical School to see what Sadiq and Zac have to say in the run up to the election.
- I've been going through and shortlisting nominations for the Student Academic Choice Awards and the President's Awards for Excellence.