

# Assembly Meeting

Papers

*30th October 2024*

*12.00 – 5.00pm*

# Agenda

Assembly Meeting 1

30th October 2024, 12.00 – 5.00pm

**Lunch and Icebreaker** - E102 Large Group Room - 12:00 - 1:00pm

**Assembly** - ELG02 - 1:00 - 4:00pm

**Student Forum** - ELG02 - 4:00 - 5:00pm

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|  | **Timings** | **Item** | **Paper** | **Paper Number** | **Lead** |
|  | 12.00 – 1.00pm | **Welcome Lunch – E102**  *Not hybrid*  Members are invited to join us for lunch a head of the afternoon starting.  Some members of the City St George’s Senior Leadership Team, including:   * Elisabeth Hill, Deputy President and Provost; * Susannah Quinsee, Vice-President (Digital and Student Experience); * Richard Ashcroft, Executive Dean – City Law School. |  |  |  |
|  | 12:45 – 1:00pm | **Introduction and icebreaker**  *Not hybrid*  To welcome newly appointed members to the group and say hi. |  |  | Alan Clark Gutierrez / Sarah Tammadge-Wall |
|  | 12.55 – 1.00pm | Move from E102 to ELG02 for the meeting to start. |  |  |  |
| **Section A – Formal Items** | | | | | |
| 1 | 5 minutes  1:00 – 1:05pm | **Welcome and apologies – ELG02 - (starts 1.00pm)**  *Hybrid-supported*  Introduce the meeting and welcome everyone back.  Those joining online are asked to join the link at 12.55pm. | N |  | Alan Clark Gutierrez |
| 2 | 5 minutes  1:05 – 1:10pm | **Assembly Meeting 4 (2023/24) – Summary Paper**  *Hybrid-supported*  To approve the summary paper from the last meeting. To be uploaded to the website. | Y | AM2401 | Alan Clark Gutierrez |
| 3 | 5 minutes  1:10 – 1:15pm | **Decisions taken between meetings**  *Hybrid-supported*  To update members on any decisions taken. | N |  | Alan Clark Gutierrez |
| 4 | 15 Minutes  1:15 – 1:30pm | **Election of Deputy Assembly Speaker**  *Hybrid-supported*  To elect a Deputy from attending members. | N |  | Angelo Weekes |
| **Section B – Items for Discussion** | | | | | |
| 5 | 15 minutes  1:30 – 1:45pm | **Amended Bye-Laws – City St George’s Students’ Union**  *Hybrid-supported*  To note the amended Bye-Laws created for the merged students’ union. | Y | AM2402 | Hannah Roberts |
| 6 | 35 minutes  1:45 – 2:20pm | **Priorities 2024/25**  *Hybrid-supported*  Identify key actions and approve. | Y | AM2403 | Alan Clark Gutierrez |
| 7 | 20 minutes  2:20 – 2:40pm | **Assembly Sub-Committees**  *Hybrid-supported*  To introduce subcommittees of the Assembly and organise members. | Y | AM2404 | Alan Clark Gutierrez / Hannah Roberts |
|  | 15 minutes  2.40 – 2.55pm | **Access Break**  Assembly Members are asked to join the sub-committees they are interested in. | | | |
| 8 | 35 Minutes  2:55 -  3:30pm | **Officer Spotlight**  *Hybrid-supported*  To receive an update from the President and Deputy President on work since they started office.  Assembly Members and non-Assembly Members can submit questions in advance of the meeting by emailing: [suassembly@city.ac.uk](mailto:suassembly@city.ac.uk) | N | AM2405 | Officer Team |
| 9 | 10 minutes  3:30 – 3:40pm | **Additional Meeting proposal**  *Hybrid-supported*  To receive and discuss a proposal for a November meeting. | Y | AM2406 | Alan Clark Gutierrez |
| 10 | 15 minutes  3:40 – 3:55pm | **Union EDI Calendar 2024/25**  *Hybrid-supported*  To receive and update on the Union’s calendar for information. | Y | AM2407 | Ryan Ginger / Ashton Shepherd |
| **Section C – Items to Note** | | | | | |
| 11 | 5 minutes  3:55 -  4:00pm | **Assembly Briefing Items**  Not for discussion, a pack of papers for information. An item can be discussed if requested by a Member.  12.1 Union Operational Report\*  12.2 Union Wins – Academic Impact\*  12.3 Union Annual Report 2023/24\*  12.4 Alternative Financial Support Paper (May 2024)\*  12.5 Affiliation List 2024/25\*  12.6 Democracy Calendar 2024/25\*  12.7 Proposing an Idea – Assembly Process Guidance\* | Y | AM2408 | N/A |
| **Section D – Student Forum** | | | | | |
| 12 | 1 hour  4.00 – 5.00pm | **Student Forum**  *Not hybrid*  An opportunity for student members to join the meeting for 1-hour to raise and discuss issues they are facing.   * Mental Health and Wellbeing led by Ashton * Catering led by Ayla * Student Behaviour led by Nasir * Placement Experience let by Alan * Space for another topic – as needed | N |  | Alan Clark Gutierrez |
|  |  | **Assembly Dinner**  *Not hybrid*  All elected Assembly Members are invited to join the group for dinner at Banana Tree booked for 12 people, 6.00pm.  Please keep your receipts to claim expenses. | N |  |  |

## Hybrid Meeting Arrangements

Assembly Members and student members can join this meeting remotely, however in-person attendance is encouraged to ensure you get the most out of the discussion and activities.

**The agenda states activity which is hybrid-supported, some parts we are unable to properly host online.**

To join the meeting online, follow this link:

<https://city-ac-uk.zoom.us/j/83278149679>

Meeting ID: 832 7814 9679

Passcode: 712302

*If you encounter any issues, please contact Aisha Dosanjh: aisha.dosanjh@city.ac.uk*

Assembly Members attending in person are asked to keep their travel and dinner receipts to claim expenses after the meeting. Details of claiming back expenses are detailed on the Assembly Hub on SharePoint. Below are the details of how much you can claim:

* Travel to and from campus, i.e. a standard return rail fare from your house to campus, or Oyster journey up to **£50**
* Dinner with other Assembly Members after the meeting – **£27.50**

## Student Staff Protocol

Our Union Staff will attend to ensure the smooth running of the meeting, they are not directly accountable to the Assembly. If you have feedback about the Assembly or the Union, please direct it to the President and Deputy Presidents who can respond. Students and Assembly Members are asked not to name individuals when giving feedback, but rather to refer to ‘The Union’.

You can find full details in our [Student-Staff Protocol](https://www.csgsu.co.uk/pageassets/union/governance/policies/Student-Staff_Protocol.pdf) here.

# Assembly Meeting 4 (2023/24) Summary

16th April 2024 | 11:00am – 5:00pm | ELG01

## Attendance Record

Assembly meetings take place four times a year to reduce the expectation on our student volunteers. If an Assembly Member misses two consecutive meetings they may be removed from their position.

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| **Members** | **Initials** | **Meeting 1**  **20/09/23** | **Meeting 2**  **07/02/24** | **Meeting 3**  **DATE** | **Meeting 4**  **16/04/24** | **Additional Meeting**  **14/05/24** |
| Richard Graham (Assembly Speaker) | RG | X | X |  |  |  |
|  | | | | |  | |
| Akanksha Kumar (President) | AK | X |  |  | X | X |
| Fortune Sampson (Deputy President) | FS | X |  |  | X | X |
| Jackson He (Deputy President) | JH | X | X |  | X | X |
| Yavuz Kafadar (Deputy President) | YK | X | X |  | X | X |
|  | | | | |  | |
| Adelina Norvatova, BBS | AN | X | X |  |  | X |
| Aymeric Flottes de Pouzols, BBS | AF |  | X |  |  | X |
| Bhai Shiraz Singh Sidhu, BBS | BS |  | X |  |  |  |
| Tanisha Garg, BBS | TG | X |  |  |  | X |
| Tarun Singh, BBS | TS |  |  |  |  |  |
| Vani Jain, BBS | VJ |  | X |  |  |  |
| Vinayak Aggarwal, BBS | VA |  |  |  |  |  |
| Aamina Hoque, CLS | AH |  | X |  |  |  |
| Anas Javed, CLS | AJ |  |  |  |  |  |
| Dylan Moody, CLS | DM |  |  |  |  | X |
| Lina Ouuazzani Tayibi, CLS | LT |  | X |  |  |  |
| Shloka Reddy Charan, CLS | SC |  |  |  |  |  |
| Akaashdeep Dhillon, CLS | AD |  |  |  |  |  |
| Ashley Collins, SCC | AC |  |  |  |  |  |
| Elizabeth Kisova, SCC | EK |  | X |  |  |  |
| Shruti Pandey, SCC | SP | X | X |  |  | X |
| Shumila Jahan, SCC | SJ |  | X |  |  |  |
| Matthew Taylor, SCC | MT |  |  |  |  |  |
| Ade Ogiesoba, SHPS | AO |  |  |  |  |  |
| Ana-Ilinca Segarceanu, SHPS | AS | X |  |  |  |  |
| Paolooza Kamara, SHPS | PK |  |  |  |  |  |
| Rosemond Nuamah-Mensah, SHPS | RNM |  |  |  |  | X |
| Asli Ahmed, SHPS | AA | X | X |  |  |  |
| Olga Klimowa, SHPS | OK |  |  |  |  |  |
| Hannah Stubberfield, SHPS | HS |  |  |  |  |  |
| Anna Lomtadze, SHPS | AL |  |  |  |  |  |
| Kiera-Louise Bellanfante, SPGA | KB | X | X |  |  |  |
| Raghad Radwan, SPGA | RR |  |  |  |  |  |
| William Davey, SPGA | WD |  |  |  |  |  |
| Yana Ruda, SPGA | YR |  |  |  |  |  |
| Zhala Alizada, SST | ZA |  | X |  |  | X |
| Emilia Gorska, SST | EG |  |  |  |  |  |
| Emine Kyosey, SST | EK | X | X |  |  | X |
| Gabi Prefit, SST | GP | X | X |  |  | X |
| Pip Foster, SST | PF |  | X |  |  |  |
| Fariha Alam, SST | FA |  |  |  |  |  |
| Angelina Puri, SST | AP |  |  |  |  | X |
| Prachi Naik, SST | PN |  |  |  |  |  |

Assembly Members-Elect in attendance:

**Union Staff in attendance:**

Phil Gilks, Chief Executive; Hannah Roberts, Deputy Chief Executive; Angelo Weekes, Representation Manager; Aisha Dosanjh, Student Voice Coordinator; Yasmeen Daoud, Representation Coordinator; Sarah Tammadge-Wall, Democracy Coordinator.

## Assembly Priorities – Update Since Last Meeting

Below are updates on this years’ Assembly Priorities. These are the four core areas of work elected students have agreed need improvement.

|  |  |  |
| --- | --- | --- |
|  | **Heading** | **Update** |
| **Platinum** | **Assessment Support & Timetabling** | * The Union launched a calculator loan scheme in December 2023 to help students during exam periods. * A paper was taken to Boards of Studies on assessment support by Officers. * A research project on assessment readiness is underway to identify how the Union can further support students. |
| **Gold** | **Student Communities & Events** | * Over £8,000 was allocated to student-led events from September to April. * The Union was successful in bidding for an additional £10,000 for student-led activity. This money will now be allocated out to societies via funding bids. * 45 Students’ Union events delivered in term two. |
| **Silver** | **Careers & Employability** | * The Union launched a Skills Development Programme in collaboration with various City departments. It ran across February, March and April. |
| **Bronze** | **Cost of Living Support** | * The Union launched a bike loan scheme in partnership with BuzzBikes. |

## Summary of Meeting

The third and final Assembly of 2023/24 took place on 16 April and saw current and incoming members discuss key issues for City students, members also received an update on priority campaigns and Officer performance.

Students worked within their School groups to identify the Assembly priorities for 2024/25, this is the draft list with details on goals to come in September:

1. **Student Communities & Events**

More funding and support for student-led community activities and events; increase the scale of societies and sports clubs; improve student belonging; regular cultural events.

1. **Education & Academic Experience at City**

More engaging lectures; accessible learning resources; tackling disruptive behaviour in classrooms; investment in technology to support students study and make better notes.

1. **Cost of Living**

On campus and local discounts; support with the rising cost of food; improving funding and opening access to hardship funding; affordable housing and accommodation bursaries; accessible gym prices.

1. **Careers and Employability**

Increased networking events; interesting internships; tailor skills initiatives by course; leadership programmes for underrepresented student groups; interactive partnerships with local businesses, firms, and organisations.

With three out of four priorities rolling over from this year Senate can expect to hear similar issues being raised by students in the next academic cycle.

## Summary of School Discussion

During the meeting Assembly Members gathered in their respective Schools and discussed issues of importance to their peers, below are some of the issues discussed:

* + **Bayes Business School**

Bayes Assembly Members were keen to have more social events such as an end of term party. They also want to be able to work more closely with School staff to improve lectures and tutorials. They want more online resources and technology to be integrated into the curriculum to make learning more accessible and adaptive.

* + **City Law School**

Law students are keen to be more involved in shaping their lectures and curriculum by bettering the relationship between students and School staff and supporting dialogue during module evaluations. They also suggest more support is provided to societies and individual students when booking and delivering events.

* + **School of Communication & Creativity**

No students from this school attended the meeting.

* + **School of Health & Psychological Sciences**

Mental health and wellbeing was a big concern and School-specific support would be welcomed. Additionally, many students reported difficulties with using Moodle and MyTimetable.

* + **School of Policy & Global Affairs**

Assembly Members want to create a common room specifically for SPGA students. They would like to see cross-year, department, and School collaborations, including peer-assisted study sessions and academic society events.

* + **School of Science & Technology**

Engaging with tutorials has been difficult and students want more opportunities to ask questions and clarify difficult topics. Assembly Members also want more support for academic societies, and more networking opportunities to specifically address the lack of representation for women in STEM.

# Amended Bye-Laws – City St George’s Students’ Union

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| --- | --- |
| **Paper Title** | **Amended Bye-Laws** |
| **Paper Number** | AM2402 |
| **Risks** | * Not having updated bye-laws that reflect the merged organisation. |
| **Previously considered by** | Assembly 2023/24, May 2024  Board of Trustees, July 2024 |
| **Summary** | As part of the Union’s work to merge City Students’ Union and St George’s Students’ Union a review of bye-laws was completed to bring together the two organisations. The amended bye-laws were drafted based on the two democratic structures and were initially presented to the Assembly in May 2024.  Following the Assembly the bye-laws were reviewed by two sets of lawyers appointed by the former unions; amendments were proposed and agreed to ensure students on all sites were properly represented.  The key amendments were:   * + Name changes to reflect the new organisation, i.e. City St George’s Student’s Union / City St George’s, University of London.   + Adding in ‘Clubs’ to reflect the Union now running competitive and social sport.   + Some changes to language to make it easier for students to understand, plus numbering amendments to reflect updated Articles of Association.   + Required constituency parameters for Tooting role(s).   + Addition of the St George’s Hospital Student Executive.   + Amendments to the details of the Assembly, including quoracy, student consultation, and approval by circulation.   This is an extraordinary case where the Board of Trustees were asked to approve the bye-laws without prior Assembly approval, this is due to the last meeting not being quorate. A summary of the discussion from the last Assembly were sent to the Board, noting that members were positive about the changes with some minor grammar amendments proposed.  The Assembly are asked to note the amended bye-laws. |
| **Action for Assembly** | To note the amended bye-laws. |
| **Date and Author** | Hannah Roberts, Deputy Chief Executive |
| **Appendices** | Appendix A: Amended Bye-Laws |

## Appendix A: Amended Bye-Laws

[To download the full document of amended Bye-Laws, click here.](https://cityuni.sharepoint.com/teams/CUoL-CUoL-SURep/Shared%20Documents/Assembly/Assembly/Assembly%2023-24/May2024_Meeting/Bye-Laws_Circulation_Assembly.zip)

# Assembly Priorities 2024/25

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| **Paper Title** | **Assembly Priorities 2024/25** |
| **Paper Number** | AM2403 |
| **Risks** | * Not having clear student priorities to progress over the academic year. |
| **Previously considered by** | Assembly and Assembly-elect, May 2024 |
| **Summary** | In May 2024 the former and Assembly-elect met to discuss and agree the Union’s priorities for 2024/25. The discussion was based on an analysis provided by the Union of the 14 priorities that were submitted by students running in the Spring Elections back in March 2024.  These were the proposed priorities:  **Better student communities and more events 🎉**  More events; reducing the restrictions on City Bar; easier processes for event hosts; end of year Department events; more funding; cultural events.  **Improving the education and academic experience 📒**  Better course and academic society partnerships; tackle behaviour; peer-to-peer study sessions; cross-college collaboration; improved tutorial quality; review student voice at City (representation / governance).  **Supporting students with the cost-of-living crisis 🤑**  Reduce food costs on campus; income diversification; meal deals; £1.50 breakfast options.  **Working together to make careers and employability better** 🎓  Women in STEM Leadership programme; employability modules; guest speaker events; more student jobs on campus.  There will be a group activity in this section. Assembly Members are asked to think about the following a head of the meeting:   * How will you start planning a listening campaign to go out and talk to students? * What are some ‘wins’ you would like to see relating to this priority?   You will get a chance to discuss each priority and contribute your ideas. Union staff will help facilitate feedback and discussion at the end of the activity. |
| **Action for Assembly** | To discuss and agree the priorities for 2024/25, including a list of ‘win’s. |
| **Date and Author** | Hannah Roberts, Deputy Chief Executive  Ayla Hamzayeva, SU President |
| **Appendices** | N/A |

# Assembly Sub-Committees

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| **Paper Title** | **Assembly Sub-Committees** |
| **Paper Number** | AM2404 |
| **Risks** | * Not progressing the work of the Union priorities. * Not representing the diverse feedback of the student body, both relating to EDI and protected characteristic, and the Schools of the university. |
| **Previously considered by** | A meeting took place with Alan, Assembly Speaker and Union staff to discuss the subcommittee proposal. |
| **Summary** | In previous years the Assembly has never successfully established a network of subcommittees that work for an with the wider student body. This year, to address feedback from previous Assembly members a new subcommittee structure is proposed to enable elected and appointed members to progress the following:   * Assembly Priorities 2024/25 * Student voice feedback and issues by School * EDI issues and feedback   Following a discussion, or endorsement of the structure Assembly Members are asked to sign up to at least 2 groups. |
| **Action for Assembly** | * To note the plan for subcommittees. * To join at least one subcommittee. |
| **Date and Author** | Hannah Roberts, Deputy Chief Executive  Ayla Hamzayeva, SU President |
| **Appendices** | Appendix A: Organogram of the proposed subcommittees  Appendix B: Information about subcommittees  Appendix C: Diagram of how to raise issues as an Assembly Member / Programme Rep |

## Appendix A: Organogram of Assembly Sub-Committees

## Appendix B: Information About Sub-Committees

Below is information about the sub-committees of the Assembly for 2024/25.

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| **Committee** | **Information / Purpose** | **Meeting Frequency** |
| Priority Action Groups (x4) | This group is a subcommittee of the Assembly. There are four priority groups, each one dedicated to progressing the priorities set by students. This group should be key in driving progress and ensuring meaningful changes are implemented for students at all sites.  Communities Priority Action Group  Academic Priority Action Group  Cost of Living Priority Action Group  Employability Priority Action Group  Co-Chaired by a Students’ Union Officer and Assembly Member.  Made up of Assembly Members.  Supported by Angelo Weekes, Representation and Democracy Manager. | Bi-termly, a head of the Assembly |
| School Voice Networks (x5) | This group is a subcommittee of the Assembly. Each school will have a network that meets termly and will form an essential forum for student voice and collaboration. At the meeting students will discuss and address key issues facing students, identifying ‘quick wins’ for students as well as longer-term work for the year.  Co-Chaired by a Students’ Union Officer and Assembly Member.  Made up of Assembly Members, Academic Society Leaders and Programme Reps  Supported by Zainab Iqbal, Representation Coordinator | Termly |
| Student EDI Network | This group is a subcommittee of the Assembly. This forum has the purpose of addressing and progressing issues relating to EDI by creating a platform for receiving and discussing feedback on student concerns.  Feedback from this group feeds directly into the Union’s EDI Committee which is a subcommittee of the Board of Trustees.  Co-Chaired by Ashton Shepherd, Deputy President (Wellbeing and Equity) and an Assembly Member.  Supported by Sarah Tammadge-Wall, Democracy Coordinator | Termly |
| **Tooting Specific** | | |
| St George’s Hospital Student Executive | This group is dedicated to representing the interests of medical and allied health students. It works to make sure the student voice at Tooting is heard as the university continues to merge its brand, policy, processes and more.  Chaired by Kevin Li, Union Executive Chair.  Supported by Angelo Weekes, Representation and Democracy Manager. | Monthly |
| Activities and Events Zone | This is a subcommittee of the Executive at the Tooting site. They work to bring together student feedback and act to organise a diverse range of social and cultural events. They also work closely with Union staff on societies, sports clubs, trips and other student-led activities.  Chaired by Deputy President (Education – Tooting).  Supported by Ryan Ginger, Communities Manager | Monthly |
| Advocacy and Campaigns Zone | This is also a subcommittee of the Executive at the Tooting site. They work to champion the rights and interests of students through advocacy and campaigns relevant to student feedback. Work includes activity on academic policies, mental health support, EDI initiatives and more. In short, they work to make sure students are at the heart of decision-making.  Chaired by Deputy President (Welfare – Tooting).  Supported by Sarah Tammadge-Wall, Democracy Coordinator and Angelo Weekes, Representation and Democracy Manager. | Monthly |

## Appendix C: Diagram of How to Raise an Issue

Below is a diagram for how **Programme Reps** can escalate issues they identify. The steps escalate if the issue remains unresolved and require further action from relevant Union representatives.

Below is a diagram for how **Assembly Members** can escalate issues they identify. The steps escalate if the issue remains unresolved and require further action from relevant Union representatives.

# Officer Spotlight

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| --- | --- |
| **Paper Title** | **Officer Spotlight** |
| **Paper Number** | AM2405 |
| **Risks** | * Not holding Officers responsible for their actions and promises. * Reduced transparency in decision-making from a lack of scrutiny. * Not representing the needs and interest of students. * Missing opportunities for improvement by gathering student feedback. |
| **Previously considered by** | N/A |
| **Summary** | This paper provides an update on the work of the Students’ Union Officer team since they started. The Clerkenwell Officers started their term in office on 1 July 2024, the Tooting Officers started on 1 August 2024.  The Assembly are asked to read the reports and prepare questions in advance. Questions can either be submitted anonymously a head of the meeting, or asking in person at the meeting. |
| **Action for Assembly** | * To receive an update on the work of the Students’ Union Officers since the Summer. |
| **Date and Author** | Ayla Hamzayeva, President  Nasir Mohammed, Deputy President (Community & Sport)  Ashton Shepherd, Deputy President (Wellbeing & Equity)  Joe Kenwright, Deputy President (Education – Tooting)  Eve Harwood, Deputy President (Welfare – Tooting) |
| **Appendices** | N/A |



## Ayla Hamzayeva, President

**Elected priority progress**

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| --- | --- | --- |
| **Title** | **Information / Work to Date** | **Progress** |
| Student mental health – a review of counselling and mental health provision | * I’m working with Ashton, Eve, and a company that specialises in mental health services to explore changes to the current system. We’re still in the early stages of discussion, but the goal is to develop a more efficient service that supports both students and staff | 25% |
| Improving the catering offer (prices and quality) | * We’re in early discussions about the new canteen, where prices range from £1 to £7. While there are different options available, most are fast food with no healthy alternatives yet. Since everything, including the chef, has recently changed, it’s still too early to make any major decisions, but we’ll have more updates soon. * Took part in a visit to an innovative new food supplier with the aim to reduce prices and availability across sites. | 0% |
| Deliver a Culture Festival | * We’re hosting a Culture Festival to celebrate our community’s diversity, with performances, food, and art from around the world. It’s open to everyone, and everyone can join by participating or attending. * The Union is hosting activity as part of Global City Week in November. | 50% |

**Other work**

Alongside working on the priorities Ayla was elected to achieve she also works to represent students across the university in 1:1 meetings with Senior Leaders and on committees. Here are some of the things she has been up to since the Summer:

* Monthly meetings with Sir Anthony Finkelstein, President, City St George’s; discussions have included work on the merger, the new Student Support Hub, campus relations, and conversations about ways the Union could diversify its income.
* Supporting the School of Science and Technology to increase attendance and progression by organising an insight project with Union staff and the Dean of the school.

**Academic Impact - wins for students**

Here are some of Ayla’s achievements for students so far this year:

* Building on the work of last year, nap pods have now been installed in the Rhind building.
* Raised student concerns about mice and asbestos at the university Health & Safety Committee.
* Presented the Union report to Council.



## Nasir Mohammed, Deputy President (Community & Sport)

**Elected priority progress**

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| --- | --- | --- |
| **Title** | **Information / Work to Date** | **Progress** |
| More students can get jobs on campus or local to campus | * Started works with SLT to look into my idea of paid peer-assisted learning where high attaining alumni and final year students act as supporting staff for resitting students. * Communicating with local businesses to list their job listings on careers hub. * Chasing up Graysons on their promise to hire out students in their kitchen crew. | 25% |
| Increase access to employability support for students after graduation | * Working on making the career’s service accessible to alumni for life. * Working with Sionade Robinson (Vice President of Enterprise, Engagement and Employability) on a project called ‘Festival of Professions’ | 25% |
| Create more awareness of global conflicts and disasters | * I will run a Disaster Relief Month discussing key issues and genocides ongoing in November 2024. Week 1 officially starts on 4th November. * Disaster relief will also be an opportunity to fundraise for emergency relief. * Working with the officers on releasing a statement regarding the crisis in Palestine. * Released an official SU statement regarding the Bangladesh on behalf of the officer team. | 25% |

**Other work**

Alongside working on the priorities Nasir was elected to work on, he has also been working with Senior Leaders at the university and students to make positive change. Here are some of the things he has been up to:

* Working on women-only hours and classes within CitySport, for those who feel uncomfortable exercising near men.
* Working with SLT for better security measures on campus.
* Working on the Hustle and Bustle project, getting students to display their business or business ideas to help boost them.
* Working on boosting the social media and making it entertaining for students as well as informative. Social media should also be fun, not only informative.
* Working on bringing back night prayer (Taraweeh) for Ramadan for the Muslim students.

**Academic Impact - wins for students**

Here are some of Nasir’s achievements for students so far this year:

* Presented Jackson’s, former deputy president, accessible Bursary report at Senate board. Getting the Faith Fund project over the finish line.
* CSGSU being the only Students’ Union to release a statement in support of freedom of speech as well as advocating human rights on the Bangladesh student crisis.
* Secured free gym memberships for Muslim students for the last week of November as part of Islamophobia Awareness Month.



## Ashton Shepherd, Deputy President (Wellbeing & Equity)

**Elected priority progress**

|  |  |  |
| --- | --- | --- |
| **Title** | **Information / Work to Date** | **Progress** |
| **Launch finance Friday’s, delivering weekly guidance for students on personal finance** | * Developed my idea for finance Friday’s by launching a pilot site with information for students. * Working with Union Advice to deliver Money Workshops for students on budgeting and making the most of money. | 50% |
| **Create Union wellbeing resources for students** | * Created a plan for Wellbeing Resources that will be accessible to students at Clerkenwell, Moorgate and Tooting. Next step is to create content so we can send them to print. | 0% |
| **Deliver activity for Black Futures Month** | * Planned a month of events for Black Futures Month in collaboration with students and university staff. * Launched the ‘Wall of Black Excellence’ celebrating Black students and staff at City St George’s and their contribution to the community, their profession, and academia. | 75% |
| **Lead the Union’s work on the cost-of-living crisis** | * The Union ran a Cost-of-Living Fair as part of Welcome. * Working to establish a small food bank on campus for students, based on the Tooting office model. * I will chair the Assembly’s group on cost-of-living. | 25% |

**Other work**

Alongside Ashton’s work on his priorities, he has been working with the university, students and externally on matters relating to EDI, mental health, student support and more. Some notable things include:

* Co-chairing the University Mental Health Charter group, looking at progressing work to improve student mental health holistically at City St George’s.
* Taught a module on AI & Academic Misconduct
* Featured on the Union’s highest ever social media video with Nasir & Anthony Finkelstein

**Academic Impact - wins for students**

Here are some of Ashton’s achievements for students so far this year:

* Organised gown and photograph packages for students struggling financially to be able to attend their January graduations.
* Got free gym memberships at CitySport for Black students for the last week of Black Futures Month.
* Ensured a module on financial wellbeing is being made and am developing. Posted regular Finance Friday content on social media and collaborating with the law school with their Wellness Wednesdays project.
* Improving engagement within SPGA by collaborating with SPGA Societies to have monthly social events & have an SPGA Social Media Ambassador promote these events.



## Joe Kenwright, Deputy President (Education - Tooting)

**Elected priority progress**

|  |  |  |
| --- | --- | --- |
| **Title** | **Information / Work to Date** | **Progress** |
| **Ensure students are not negatively affected by the merger.** | * Handling the bookings of 100+ hrs a week of training/matches * Ensuring teams are not negatively affected by distance * Securing travel expenses for students so no student is out of pocket | 50% |
| **Increase transparency and communication between the Student Union and Students** | * Open lines of communication between the Union and the Jewish Society as well as Student Action for Palestine * Call for consultation with students on the direction of works ongoing in the Rob Lowe * Provide a platform for students to ask senior members of the university question on merger related issues (Q+A with anthony on 31/10) | 25% |
| **Build on the work done by previous sabbaticals to increase engagement in societies and the Student Union Space** | * Record breaking fresher's fortnight for the Dragon Bar * Ongoing work for Halloween socials * Attempting to provide committee training on inclusviness and awareness to increase engagemtn | 25% |

The Union has several bookable spaces on the Tooting site, including managing a sports centre that is used by student groups. Joe has been working with the university on a decant plan from the Rob Lowe Sports Centre as there is currently work going on to improve the facilities. The Union has been lobbying for investment in the space for several years and following the merger the university are investing £500k into the centre, the work includes:

* Essential maintenance work that is needed, including redecoration and a visibly improved sports facility.
* Redecoration will include Union branding and colours throughout.
* Brand new toilets, showers and changing facilities.
* Improved accessibility, including a toilet, widening access points and the addition of ramps for those in wheelchairs and using assisted mobility devices.
* Hole-free squash courts!
* Improve security and lighting, including new CCTV cameras, and an emergency call system.
* Installation of a digital screen to display activity and other Union events.

**Academic Impact - wins for students**

Here are some of Joe’s achievements since August:

* Provided a space for students to feed in questions to Anthony Finklestein (Oct 31st)
* Negotiated the university to cover the costs associated with moving all student activity from the Rob Lowe Sports Centre for term one to allow building work to be complete to improve the student experience at Tooting.
* Championing the voices of student in Tooting in upcoming School merger



## Eve Harwood, Deputy President (Welfare - Tooting)

**Elected priority progress**

|  |  |  |
| --- | --- | --- |
| **Title** | **Information / Work to Date** | **Progress** |
| **Better signposting for support for all courses** | * Attended and presented at pastoral induction talks during Welcome, speaking about types of support available for students * Updating resources - the old welfare handbook (2021/22) and leaflets (2023/24) - will work with Ashton to have these across all sites | 75% |
| **Improving experience with welfare** | * Contributing to work and advocating for students on the Student Gateway development on the Tooting site. This project is funded by a bid from 2022/23 to the Office for Students. * The Student Support Hub at Tooting will create a mutlti-purpose study and student support zone for students; it will create a single one stop physical and digital space that aligns with the new space at Clerkenwell. | 25% |
| **Improving communication with students from the Union** | * Regular meetings with St George’s school of Health communications team to promote Tooting based events * Maintaining the CSGSU\_Tooting social media * Regularly updating students on important events and changes via all-student emails | 25% |
| **Hosting wellbeing socials** | * Planning wellbeing week for February/March * Working with students to facilitate plans for society events, e.g. Movember | 25% |

**Other work**

Alongside Eve’s priorities she has been working on other projects and work, including:

* Running regular welfare drop-ins for students and signposting them to support.
* Part of a merger Advice Subgroup, looking at how the two services will merge into one for September 2025.
* Working closely with the university on a set of recommendations for students and staff following the sad passing of a student in 2023/24.
* Organising events for Halloween at the Dragon Bar.
* Organising new names for the awards boards in the Dragon Bar at Tooting.

**Academic Impact - wins for students**

Here are some of Eve’s achievements since August:

* The biggest Fresher’s Fortnight the Union has ever delivered at Tooting.
* Collaborating and lobbying for the Union website to be fixed to ensure student data aligned to enable students to join clubs and societies.
* Pushed for a by-election at Tooting to elect all places on the St George’s Hospital Executive committee.
* Ensured student representation from Tooting at key university groups which influence the course of the merger and policy change.
* Organised a student Q&A with Anthony Finkelstein.
* Finally got a water fountain installed in the Dragon Bar for students.

# Additional Meeting Proposal

|  |  |
| --- | --- |
| **Paper Title** | **Additional Meeting Proposal** |
| **Paper Number** | AM2406 |
| **Strategic Link** | Our democracy |
| **Risks** | * An ineffective Assembly. * Lack of student engagement. |
| **Previously considered by** | N/A |
| **Summary** | This idea was submitted to propose for an additional meeting to be called. Bye-Law 6: Assembly allows for additional meetings of the Assembly to be called in three ways:   1. By a majority decision of the Sabbatical Officers 2. By 25% of Assembly Members (XX people) writing to the Assembly Speaker 3. By a secure signed petition (host on the Union’s website) signed by at least 200 student members.   The submitted idea can be read below. |
| **Action for Assembly** | To decide whether to call an additional Assembly. |
| **Date and Author** | Alan Clark Gutierrez, Assembly Speaker |
| **Appendices** | N/A |

## Proposal for a December Meeting

**Summary of idea**

The Assembly’s work has expanded in scope over the course of the last few months, as members and students have become more active in Assembly business. It is proposed therefore that we hold an additional meeting to the ones scheduled.

**Background and context**

1. This is a positive development, and we should ensure that there are enough scheduled meetings for the Assembly to be effective in its work.
2. Higher frequency allows for better student participation, as they have more opportunities to speak to their elected representatives
3. Therefore, it is proposed that a further Assembly meeting be held on Wednesday the 4th of December 2024. This is the second from last Wednesday before the end of term, meaning it allows for better attendance.
4. If an additional meeting were not called, we would have to wait until February for the next one. While our work continues outside of scheduled assembly meetings, this would be too long to wait.

**Action for idea**

In accordance with the bye-laws, the Assembly requests that the Sabbatical Officers call a meeting on 4th December 2024, 1.00 – 5.00pm on the Clerkenwell campus.

# Union Equality, Diversity and Inclusion Calendar 2024/25

|  |  |
| --- | --- |
| **Paper Title** | **Union EDI Calendar 2024/25** |
| **Paper Number** | AM2407 |
| **Risks** | * Lack of awareness in the student body of key dates and celebrations. * Missed opportunity to engage diverse groups of students in the Union. * Students feeling underrepresented, overlooked, or unsupported leading to feelings of isolation. * Reduced sense of community by not celebrating diversity. * Increased incidents of discrimination due to a lack of education. |
| **Previously considered by** | N/A |
| **Summary** | This paper gives the Assembly an overview of the Union’s EDI calendar which we put together every year to mark key dates in the calendar for students and staff. The main objectives of our calendar are:   1. To **promote awareness** and educate students about the importance of EDI. 2. To **encourage participation** and involve students in events and activities to foster a sense of community. 3. To **support wellbeing** and provide resources to support students, ensuring good mental health and emotional wellbeing.   Some of the key features of this calendar that we deliver includes:   * Monthly themes and events. For example, University Mental Health Day, Trans Day of Remembrance, Black Futures Month, Islamophobia Awareness Month, Neurodiversity Awareness Week, Holocaust Memorial Day, Pride Month and more. * Cultural and religious observances. For example, Ramadan, Easter, Holi and more. * Campaigns and activities. For example, Rainbow Laces Day, Odd Socks Day (anti bullying) or the annual London Pride march. |
| **Action for Assembly** | * To note the calendar. |
| **Date and Author** | Ryan Ginger, Communities Manager  Ashton Shepherd, Deputy President (Community & Wellbeing) |
| **Appendices** | Appendix A: Union EDI Calendar 2024/25 |

## Appendix A: Union EDI Calendar 2024/25

Below are the key dates in the Union’s EDI calendar that the Union will centrally deliver events for. The Unions. Activity past November is still to be confirmed. Assembly member comments and suggestions for events are welcome.

The Union has a small central budget to deliver this activity. The Union will also work with Societies and other groups to call for them to bid for Societies Development funding to run activity related to this calendar.

|  |  |
| --- | --- |
| **Month** | **Activity** |
| Sept 2024 |  |
| October 2024 | * Black Futures Month * World Mental Health Day, 10 October |
| November 2024 | * Islamophobia Awareness Month * Diwali, 12 November * Global City Week, 18 – 22 November * Trans Day of Remembrance, 20 November |
| December 2024 | * World AIDS Day, 1 December * International Day of Persons with Disabilities, 3 December |
| January 2025 | * Blue Monday, 20 January * Holocaust Memorial Day, 27 January * Lunar New Year, 29 January |
| February 2025 | * LGBTQI+ History Month * World Day of Social Justice, 20 February |
| March 2025 | * Women’s History Month * Ramadan begins, 12 March * University Mental Health day, 13 March * Neurodiversity Week, 18 – 24 March * Holi, 25 March * Trans Day of Visibility, 31 March |
| April 2025 | * World Autism Awareness Day, 2 April |
| May 2025 | * International Day Against Homophobia, Transphobia and Biphobia, 17 May |
| June 2025 | * Pride Month * Windrush Day, 22 June |
| July 2025 | * South Asian Heritage Month, July - August |
| August 2025 |  |

# Assembly Briefing Items

|  |  |
| --- | --- |
| **Paper Title** | **Assembly Briefing Items** |
| **Paper Number** | AM2408 |
| **Risks** |  |
| **Previously considered by** | Some papers have previously been received by the Board of Trustees, City St George’s Senate, and other university committees. |
| **Summary** | These items can be unstarred by Assembly Members for discussion by request.  Any questions about the papers or contents can be directed to the Students’ Union Officers or asked via email to the lead Union staff member. |
| **Action for Assembly** | * To note the paper(s). |
| **Date and Author** | Various, listed in each appendix. |
| **Appendices** | Appendix A: 12.1 Union Operational Report  Appendix B: 12.2 Union Wins – Academic Impact  Appendix C: 12.3 Union Annual Report 2023/24  Appendix D: 12.4 Alternative Financial Support Paper (May 2024)  Appendix E: 12.5 Affiliation List 2024/25 (to date)  Appendix F: 12.6 Democratic Calendar 2024/25  Appendix G: 12.7 Proposing and Idea – Assembly Guidance |

## Appendix A: 12.1 Union Operational Report

**Author: Phil Gilks, Chief Executive; Hannah Roberts, Deputy Chief Executive**

As we enter a new academic year our team remains dedicated to enhancing the student experience through a wide range of events, activities and support services. The start of this term has been incredibly busy, reflecting the vibrant and dynamic nature of our community at City St George’s. Over the summer the Union has not only merged with the former St George’s Students’ Union but has also moved into a brand-new space on Level 2, Drysdale Building. Since moving, our team have been working tirelessly to meet the high demand for student activity, ensuring that every request is supported by our processes to happen safely for all involved.

This short report is a new paper for the Assembly, and it is hoped it will outline the various ways that our professional staff team are striving to support and enhance the student experience at City St George’s.

**National Student Survey 2023/24**

The Union, like the University, values the feedback provided by students in the NSS. When considering question 25 (How well does the students' union (association or guild) represent students' academic interests?), the former City Students’ Union ranked 4th in London (+7 places) and the former St George’s Students’ Union ranked 17th in London (+5 places). Both Union’s saw increases in satisfaction of over 5% which creates a strong foundation to merge on.

The Union has combined the 2024 results for both Union’s to indicate a baseline merged NSS Q25 result for future comparisons. The below analysis combines responses for 2485 students who responded to Q25 at City and at St George’s and calculates where the positivity measure for Q25 would sit on the London and National rankings. The combined Union would have a London ranking of 7th place (-3 places) and a national ranking of 35th place (-10 places) in comparison to City Students’ Union alone.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **2024 Combined Positive %** | Difference to City University 2024 result | London Ranking (out of 22 SUs) | National Ranking (out of 130 SUs) |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **NSS Q25 Combined**  How well does the students' union (association or guild) represent students' academic interests? | |  |  |  |  | | --- | --- | --- | --- | | **25** | **51** | **19** | **5** | | | **75.9%** | -1.4 | 7  (â3 ranks) | 35  (â10 ranks) |

**NSS Action Plan**

Since the release of results in July, work has been undertaken to understand the Top 5 focus areas where the Union can make the biggest difference in raising NSS Q25 ahead of the 2025 results.

The below courses have been derived from lowest scoring Q25 NSS populationswhile considering the following factors:

* **population headcount size** (eligible for NSS i.e. final year undergraduates[[1]](#footnote-2)),
* **persistent low scoring** since 2023 results (ranking among the lowest scores last year)
* **low scoring performance relative** to other groups (e.g. the lowest of all ethnicities and of all domiciles etc)

|  |  |  |
| --- | --- | --- |
| **Target** | **2024 Q25 Score** | **School** |
| International Political Economy | 59% | SGPA |
| Economics with Accounting | 65% | SGPA |
| Nursing | 67% | SHPS |
| Radiography | 65% | SHPS |
| Business Management | 68% | Bayes |

The Union Academic Impact Group will shortly agree a Union department action plan to improve satisfaction in focus areas during the academic year.

The action plan will focus on International Political Economy, Domicile EU students and one group in Tooting (TBC). We will also be focusing on improving satisfaction among EU domicile students as well.

**Welcome 2024**

The Union is currently rounding up a very successful Welcome Week, marked by record-levels of student engagement across a diverse range of events and activities across all sites; participation across Union activity continues to demonstrate the pivotal role we play in fostering a sense of belonging and community at City St George’s.

Some highlights from Welcome include 1,115 attendees at the Tooting Fresher’s Fair, followed by 5445 attendees at the Clerkenwell and Moorgate Fair hosted at the Business Design Centre. One of the final events in the calendar is the annual Cost of Living Fair, organised by the Union’s Advice Team. The fair brings together key Union and university support services so students can meet staff, speak about challenges and receive key information and resources to support their time at City St George’s.

**Advice Service Update**

Since the summer Assessment Boards and the recent September Assessment Boards the team have mainly been advising on Appeals cases. To tackle the increasing number of cases and ensure students receive advice in time for their deadlines, the team put on a series of workshops for Appeals on the Grounds of Undisclosed Extenuating Circumstances. In July over 60 students attended and in September 12 students attended. Students could attend a workshop anonymously online, ask questions and afterwards send a draft of their appeal to an advisor to review. Advisors reported complexities and concerns in cases relating to:

* Students wanting to submit an Appeal for assessments ratified at a previous Assessment Board where they have clearly missed that specific Appeal deadline.
* International students offered a partial resit without attendance but are worried about returning to their home country due to wars and natural disasters.
* Students wanting to trail failed assessments but are unable to due to the total number of assessments exceeding the allowed number of credits to be trailed. Some students who were unable to attend resit exams due to the far-right racist riots in August have expressed it being unfair that they now have to resit without attendance prior to progressing to their next year of study.

**Advice Service Update – Induction Talks**

Considering considerable increases in cases of academic misconduct and students reporting lack of awareness of the Union Advice Service, we collaborated with the Union Officers to deliver induction talks and gave bespoke overview of the service, tailored to each course. We explained the unique offer of the service, the importance of working independently on assessments with examples and reaching out for timely support with academic and wellbeing issues from the outset, being mindful of cultural barriers particularly for students new to London. Students remained engaged throughout the talks and left with useful tips on making the most of their time at City St George’s and next set of touchpoints to engage with the Union.

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We appreciate the patience and understanding of all students as we navigate this busy period, and always remain dedicated to providing the best support for student-led activity on and off campus.

We look forward to working with the Assembly over the coming year to build a better City St George’s.

## Appendix B: 12.2 Union Wins – Academic Impact

**Author: Angelo Weekes, Representation and Democracy Manager**

Since 1 August 2024 the Union have delivered these wins for students:

1. Secured a £500k renovation of the Rob Lowe Sports Centre on the Tooting campus.
2. Relocated all Tooting student activity from the Rob Lowe Sports Centre to local facilities, fully funded by the university.
3. Delivered 6 school meet and greet events during Welcome 2024, with over 892 attendees.
4. Delivered the first nap pod in the Rhind Building to improve your wellbeing.
5. Awarded £4,700 to students since the launch of the Alternative Faith Fund this summer.
6. Had 6,500+ students attend the Fresher’s Fair.
7. Delivered a new water fountain in the Dragon Bar in Tooting.
8. Sold 2,704 society memberships since September 2024, a 10% increase on last year. The funds raised from memberships goes directly to funding student community activity.
9. Processed 26 new society applications and 25 adopt a society application since September 2024.
10. Supported 218 society events to take place since September 2024.

## Appendix C: 12.3 Union Annual Report 2023/24

**Author: Communications Team – City St George’s Students’ Union**

The Union’s annual report for 2023/24 can be found on our website here: <https://www.csgsu.co.uk/pageassets/union/academic-impact/reports/CSU-Impact-Report-23-24(1).pdf>

## Appendix D: 12.4 Alternative Financial Support Paper (May 2024)

**Author: Communications Team – City St George’s Students’ Union**

Link to report on website: <https://www.csgsu.co.uk/pageassets/union/academic-impact/reports/City-SU-Accessible-Bursaries-Report-23-24.pdf>

## Appendix E: 12.5 Affiliation List 2024/25

**Author: Ryan Ginger, Communities Manager**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Club/society** | **Affiliation** | **Fees** |
| 1 | All representational sports teams | British Universities & Colleges sport | £9178.00 |
| 2 | American Football | British American Football Association |  |
| 3 | Basketball | Basketball England | £100 for both clubs (£50 per team) |
| 4 | Cheerleading | Sport Cheer England | £150 per club |
| 5 | Fencing | British Fencing | £40 per club |
| 6 | Football | London Football Association | £36 per team (Appendix 1 below) |
| 7 | Futsal | London Football Association | £5 per team (Appendix 1 below) |
| 8 | Rugby | Students’ Rugby Football Union | FREE |
| 9 | Volleyball | Volleyball England | £72 per team |
| 10 | Individual students | Have to register with specific National Governing Body – Sport specific | Have to register with specific National Governing Body – Sport specific |
| 11 | Hindu Society | National Hindu Students Forum | No fee |
| 12 | City Labour Party Society | The Labour Party | No fee |
| 13 | Conservative Society | The Conservative Party | No fee |
| 14 | Socialist Society | Socialist Workers’ Party (SWP) | No fee |
| 15 | City Erasmus Students’ Network | Erasmus Students’ Network (ESN) | No fee |
| 16 | Christian Union | Universitis and Colleges Christian Fellowship | No fee |
| 17 | Jewish Society | Union of Jewish Students (UJS) | No fee |
| 18 | City Enactus Society | Enactus UK | No fee |
| 19 | Engineers Without Borders City | Engineers Without Borders | No fee |
| 20 | Amnesty at City | Amnesty International | No fee |
| 21 | City Green Party Society | The Green Party | No fee |
| 22 | City Green Party Society | Young Greens | No fee |
| 23 | Pakistan Society | Pakistan Students Union | No fee |
| 24 | The 93% Club City | 93% club | No fee |

**Appendix 1** – FA for Football & Futsal Invoice

## Appendix F: 12.6 Democratic Calendar 2024/25

|  |  |
| --- | --- |
| **Month** | **Activity** |
| Sept 2024 |  |
| October 2024 | * **Tooting By-Election**   This by-election is for roles unfilled in the former St George’s Students’ Union Spring election 2024.  Nominations opened 22 – 27 October.  Voting will take place 29 – 31 October.   * **Assembly Meeting 1, 30 October 2024, 12.00 – 5.00pm**   The first meeting will take place in October, the agenda is created with the Sabbatical Officers and Assembly Speaker. |
| November 2024 | * **Priority Action Groups**   + **Communities Priority Action Group –** 18 November 4:30pm (then monthly recurring)   + **Academic Priority Action Group** – 19 November 4:30pm (then monthly recurring)   + **Cost of Living Priority Action Group** – 20 November 4:30pm (then monthly recurring)   + **Employability Priority Action Group** – 21 November 4:30pm (then monthly recurring) * **School Voice Networks**   + Bayes School Voice Networks – 25 November – 1pm   + Law School Voice Networks – 26 November – 1pm   + SCC School Voice Networks – 27 November – 12pm   + SGPA School Voice Networks – 27 November – 1pm   + SHPS School Voice Networks – 28 November – 12pm   + SST School Voice Networks – 28 November – 1pm |
| December 2024 | * **Any required Bye-Law changes for the Spring elections approved at the Board of Trustees**   As we are in a merger year there may be changes required to the Union’s bye-laws a head of the elections in March. |
| January 2025 | * **Spring Elections 2025**    + Nominations open, 27 January   *This election will cover roles for Sabbatical Officers, Assembly Members and the St George’s Hospital Executive Committee*.  **Assembly Meeting – 29 January** |
| February 2025 | * **Spring Elections 2025**    + Nominations will open 27 January   + Nominations will close 23 February |
| March 2025 | * **Spring Elections 2025 Voting**   Voting will take place 11 – 14 March 2025. |
| April 2025 | * **Assembly Meeting** – 2nd April * Academic Impact Awards – Wednesday 2nd April |
| May 2025 | * Assembly Meeting – 23rd May |
| June 2025 | * 2024/25 Assembly Members last day in office |
| July 2025 |  |
| August 2025 | * **New Officers, Assembly Members and Executive start their term in office**   All students elected in the Spring start their post on 1 August 2025, their role runs to 31 July 2026. |

## Appendix H: 12.7 Proposing an Idea – Assembly Guidance

Submitting a Priority, Stance or Statement

**1.0 Overview**

1.1 The Assembly allows for student members to present, discuss and vote on a priority, stance or statement on subjects that require wider student consultation.

1.2 This document outlines how student members can submit a priority, stance or statement to the Assembly, and how it will ensure a balanced discussion can take place.

1.3 The Union will ensure all discussions and decisions are recorded and shared with the student body.

1.4 Decisions shall normally be made by consensus after a discussion of the proposal. If a consensus cannot be met, the Assembly Speaker may move the discussion to a vote.

1.4.1 A vote can either take place in the room or be moved online via circulation.

1.4.2 A vote or decision can only be made if the meeting is quorate.

1.5 Assembly Members are expected to respect equality, diversity and inclusion throughout all discussions and decision-making processes. Details of behaviours to uphold as members are detailed in the Union [Equality, Diversity and Inclusion Policy.](https://www.csgsu.co.uk/pageassets/union/governance/policies/Equality_and_Diversity_Policy_010824.pdf)

**2.0 Definitions**

2.1 Below are the definitions relevant to the Assembly as an elected and appointed decision-making body:

1. **Priority**

Refers to an issue or goal that is very important or urgent to the student body. The Assembly sets four priorities annually which set the work of the Assembly.

1. **Stance**

Refers to the official position or viewpoint that the Assembly, and in turn the student body, collectively adopts on a particular issue or ideology. A stance reflects the beliefs, values and opinions of the members and guides decisions and actions. Further, a stance also serves as a framework for political and strategic decisions of the Union.

1. **Statement**

Refers to an official declaration or expression of the position, opinion or decision on a particular issue. A statement should be used to communicate the Union’s intentions on the subject, and any actions to be complete relating to the issue.

**3.0 Process for Submitting Your Idea**

**3.1 Identify the issue**

3.1.1 Write down and clearly define the issue or topic you want to address.

3.1.2 Determine whether your idea is a priority, stance, or statement. You can use the definitions above to help.

**3.2 Research and gather student feedback**

3.2.1 Collect relevant information, data, statistics and opinions to support your idea. You may want to consult with other students, your School, and other experts to strengthen your idea.

**3.3 Draft your idea**

3.2.1 Use the form / template to draft your priority, stance or statement. Your proposal should include at minimum:

1. Title of idea
2. Summary (100 words)
3. Background and context (200 words)
4. Proposed priority / stance / statement
5. Student feedback
6. Key wins / actions (100 words, 3-5 bullet points)

3.2.2 Ensure your idea is clear, concise and well-supported with relevant information.

**3.4 Submit to the Assembly**

3.4.1 Submit your final draft to [SUAssembly@city.ac.uk](mailto:SUAssembly@city.ac.uk) by the paper deadline.

3.4.2 A member of staff from the Union will be in contact to support you with next steps and presenting your paper to the Assembly.

**3.5 Presenting your idea at the Assembly**

3.5.1 Prepare to present your idea at the Assembly. A member of Union staff will let you know the date and time you are scheduled to present your idea.

3.5.2 The Assembly will listen to your idea. You should prepare to engage in discussions and answer questions about your idea.

3.5.3 The Assembly will decide at their meeting and the decision will be communicated to the student body after the meeting.

**4.0 Discussing Ideas**

**4.1 Role of Assembly Speaker**

4.1.2 The Speaker plays an important role in ensuring that discussions are balanced, inclusive and productive.

4.1.3 The Speaker should facilitate the discussion in a way that allows all voices to be heard and ensure that the conversation remains focused on the topic at hand.

4.1.4 Where the Assembly Speaker has proposed an idea, the Deputy Assembly Speaker will chair the discussion. Where the Deputy Assembly Speaker is not available the Union President will chair the discussion.

**4.2 During the discussion**

4.2.1 The Speaker will welcome the proposer of the idea to present their idea, they will introduce the student and the agenda item.

4.2.2 At the start of the discussion the Speaker will establish the ground rules for discussion, reminding everyone of respectful communication, active listening and equal participation.

4.2.3 Decisions shall normally be made by consensus.

4.2.3.1Where the Speaker, advised by the Deputy Chief Executive (or nominee) believes there is a need for further discussion on the matter, the Assembly will be divided into smaller groups to discuss the idea in detail.

Each group should:

* Assign a facilitator to guide the discussion.
* Assign a note-taker to record the key points.
* Keep to time for each group to discuss and formulate their viewpoints.
* Be supported by a member of Union staff.

4.2.3.2 Reasons further discussion include, but are not limited to:

* The topic is known to be controversial.
* The Union is aware of students having opposing views on the topic.
* At least 10% of the members of the Assembly present have requested that a further discussion takes place.

4.2.4 Each group will present their discussion points and suggestions for a decision to the Assembly.

4.2.5 The Speaker will allow time for questions and further discussion based on the group reports.

**4.3 Decision-making**

4.3.1 The Speaker will guide the Assembly in discussing the various viewpoints and work towards a consensus. This will be done by periodically checking with the Assembly if a consensus is forming.

4.3.2 If a consensus is reached, the Speaker will summarise the decision and next steps.

4.3.3 If a consensus cannot be reached, the Speaker will move to a vote; this will usually be advised by the Deputy Chief Executive or their nominee. This can be conducted in-person or moved online after the meeting.

If a decision is moved online via circulation members will be provided with a summary of the discussion to consider before they vote. The Union will facilitate the vote within 5 working days of the Assembly meeting.

4.3.5 The outcome of a vote is final. All members of the Assembly must respect the outcome whether it is in person or online.

**5.0 Communication of Decision**

**5.1 Communication**

5.1.1 The decision of the Assembly will be communicated to the student body.

5.1.2 If the priority, stance or statement is adopted, it will be integrated into the Union’s views and decision-making process.

5.1.3 A list of Assembly priorities, stances and statements will be published on the Union’s website.

**5.2 Implementation and advocacy**

5.2.1 If your idea is adopted, the proposer will work with the Union to implement their ideas, this could include organising awareness campaigns to promote the priority, stance or statement within the university.

**6.0 Freedom of Speech**

**6.1 Commitment to Freedom of Speech**

6.1.1 Student leadership is fundamental to our Union. As a Union we are committed to empowering students to make the most of their educational opportunities and skills to explore, debate and challenge issues, including those that may be considered controversial, whilst supporting them in fulfilling their legal responsibilities.

6.1.2 Freedom of expression and freedom of speech are a basic human right to be protected and are protected by law.

6.1.3 Open debates are central to the culture of academic freedom, the development of students’ ideas and understanding, and are protected by an Act of Parliament.

6.1.4 Student safety and welfare is at the heart of Union values, policies and practices.

**6.2 Respectful dialogue**

6.2.1 All discussions should be conducted in a manner that respects the dignity and rights of others. Personal attacks, hate speech and discriminatory remarks are no allowed.

6.2.2 While encouraging open discussion, the Union emphasises the importance of maintaining a respectful and inclusive environment. This balance ensures that freedom of speech does not infringe on the rights and wellbeing of others.

6.2.3 When discussing controversial topics, the Speaker will ensure that all viewpoints are heard and considered. All attendees will be reminded of the importance of respectful communication and adherence to the Union’s policies on equality, diversity and inclusion.

6.2.4 The Union will work with the Assembly Speaker to ensure responsibilities in upholding the freedom to express views with the need to ensure compliance with other legal duties.

6.2.5 Any complaints regarding freedom of speech or experiences of discrimination should be reported to the Union under [Bye-Law 9: Complaints and Disciplinary Procedures](https://www.csgsu.co.uk/pageassets/union/governance/documents/Bye-Law_9_Complaints_and_-Disciplinary_Procedure(1).pdf).

**7.0 Compliance**

7.1. The Union must always remain compliant with relevant legislation and always follow the guidance of the Charity Commission.

7.2 The Union’s Articles, Bye-Laws and Policies clearly define what the objects and work of the Union can be.

7.3 Where there is an identified risk that the priority, stance or statement may not be compliant with the Union Articles of Association, Bye-Laws, Policies, relevant legislation or Charity Commission guidance the Deputy Chief Executive will notify the Chief Executive. A member of the Senior Leadership will then work with Board of Trustees or their nominee to further assess the priority, stance or statement, which might include taking further advice, such as legal advice.

* + 1. Where a risk has been identified, the communication of any Assembly decision will be paused whilst the matter is further assessed.

7.4 In accordance with Article 28.3, the Board of Trustees may override any decision or Priority made by the Assembly which the Trustees consider (in their absolute discretion):

* Has or may have any financial implications for the Union.
* May be in breach of, contrary to or otherwise inconsistent with charity or education law or any other legal requirements (including ultra vires).
* Is not or may not be in the best interests of the Union or all or any of its charitable objects.
* Will or may otherwise affect the discharge of any or all of the responsibilities referred to in Article 28.2.

**Appendix 1: Template for Submitting Your Idea**

Below is the template for submitting your idea for a priority, stance or statement.

You can find the link to submit your idea here: <https://forms.office.com/e/t4c51y2jdP>

|  |  |  |
| --- | --- | --- |
| **Section** | **Word limit** | **Information** |
| Your details |  | Your name  Your programme  Your contact details  Date |
| Title of your idea | 10 words | A clear title that reflects your idea. |
| Summary | 100 words | Summarise your idea, the background, proposal and student feedback in a paragraph. |
| Background and context | 100 words | Give the Assembly information on the background and context of your idea. |
| Student feedback | 200 words | Detail the student feedback you have collected on your idea here. Don’t add raw data, make sure you provide an analysis and give details on the volume of people you speak to. |
| Key wins / action | 100 words | Detail 3-5 bullet points of the wins you want to see as a result of your idea. |

**Appendix 2: Examples of ideas**

Below are some examples of a priority, a stance, and a statement to help students understand their idea.

**Example of a priority:**

|  |  |  |
| --- | --- | --- |
| Title of your idea | 10 words | **Enhancing mental health support services for students** |
| Summary | 100 words | The Assembly recognises the urgent need to improve mental health support services for students on all campuses. This priority aims to address the increasing demand for mental health resources and ensure that all students have access to the support they need.  The proposal includes increasing funding for counselling services, expanding peer support programs, launching awareness campaigns and establishing a 24/7 helpline.  Student feedback highlights the critical need for these improvements to support their wellbeing and academic success. |
| Background and context | 100 words | Mental health issues among students are on the rise. Since 2021 disclosures of poor mental health by students has increased by 450%. Current support services are overwhelmed, leading to long waiting times and insufficient resources.  Enhancing mental health support is crucial to ensure students can thrive both academically and personally. This proposal aims to address the gaps and provide a comprehensive support to all students. |
| Student feedback | 200 words | Feedback was collected from 500 students through conversations, surveys and focus groups.  The majority expressed frustration with the long waiting times for counselling, with many reporting they have to wait weeks for an appointment. Students also highlighted the lack of awareness about existing mental health resources and the stigma associated with seeking help. More specifically, Black home students also reported that they find the service inaccessible due to the service not having any Black staff.  Students supported the idea of peer support programs, 24/7 helplines, and students emphasised the need for immediate access to help during crises. |
| Key wins / action | 100 words | * **Reduced waiting times** – hire more counsellors to ensure students can get timely appointments. * **Increase awareness** – regular mental health campaigns to educate students and reduce stigma. * **Peer support network** – establish peer support programs to provide addition guidance and support. For example, require all societies to have a Wellbeing Officer role. * **Immediate help -** launch a 24/7 helpline in partnership with an external charity / company. * **Develop resources -** work in partnership with the students’ union to develop printed resources for students. |

**Example of a stance:**

|  |  |  |
| --- | --- | --- |
| Title of your idea | 10 words | **Promoting sustainable practices across campus** |
| Summary | 100 words | The Assembly adopts a stance to promote sustainable practices across the university campus. This stance reflects our commitment to environmental responsibility and aims to reduce the university’s carbon footprint.  The proposal includes implementing recycling programs, reducing single-use plastics, and promoting energy-efficient practices. Student feedback highlights strong support for these initiatives to create a greener campus. |
| Background and context | 100 words | Environmental sustainability is a critical issue that affects everyone. Universities have a significant role to play in promoting sustainable practices and educating students about environmental responsibility. Despite some existing efforts, there is a need for a more comprehensive approach to sustainability on campus.  This stance aims to enhance the university’s commitment to sustainability and encourage the entire campus community to adopt greener practices. |
| Student feedback | 200 words | Feedback was collected from over 700 students through online surveys and in-person discussions.  The majority of students expressed strong support for increased recycling programs, noting the lack of accessible recycling bins in many areas. Students also highlighted the need to reduce single-use plastics, with many suggesting the introduction of reusable alternatives in cafeterias. There was significant enthusiasm for promoting energy-efficient practices, with students eager to participate in initiatives that reduce the university’s carbon footprint.  Overall, students believe that adopting this stance will make the campus more environmentally friendly and set a positive example for the wider community. |
| Key wins / action | 100 words | * **Improved Recycling:** Comprehensive recycling programs with accessible bins and clear signage. * **Reduced Plastic Waste:** Phasing out single-use plastics and promoting reusable alternatives. * **Energy Efficiency:** Encouraging energy-efficient practices across campus. * **Increased Awareness:** Sustainability education and awareness campaigns. * **Greener Campus:** Creating a more environmentally friendly campus that sets a positive example. |

**Example of a statement:**

|  |  |  |
| --- | --- | --- |
| Title of your idea | 10 words | **Supporting earthquake relief efforts in Morocco** |
| Summary | 100 words | The Assembly issues a statement expressing its support for earthquake relief efforts in Morocco.  This statement reflects our commitment to global humanitarian aid and the urgent need to assist those affected by the recent earthquake. The proposal includes partnering with international relief organisations and raising awareness about the situation. Student feedback highlights strong support for these initiatives to provide much-needed assistance to the affected communities. |
| Background and context | 100 words | A devastating earthquake recently struck Morocco, causing significant damage and loss of life. Many communities are in urgent need of aid, including food, water, medical supplies, and shelter. This statement aims to mobilize the university community to support relief efforts and aid those affected by the disaster. By taking this stance, the university demonstrates its commitment to global solidarity and humanitarian values. |
| Student feedback | 200 words | Feedback was collected from members of the Union’s Moroccan society at both Clerkenwell and Tooting.  Many students expressed deep concern about the impact of the earthquake and a strong desire to help. There was overwhelming support for societies organising fundraising events, with students suggesting various activities such as charity runs, bake sales, and benefit events. Students also emphasised the importance of partnering with reputable relief organizations to ensure that their contributions make a real impact.  The proposal for awareness campaigns was well-received, with students highlighting the need to educate their peers about the disaster and the ways they can help. |
| Key wins / action | 100 words | * **Successful Fundraising:** Societies working together on fundraising events that raise significant funds for earthquake relief. * **Effective Partnerships:** Collaborating with international relief organisations to ensure effective distribution of resources. * **Increased Awareness:** Educating the university community about the earthquake and the importance of humanitarian aid. * **Global Solidarity:** Demonstrating the university’s commitment to global humanitarian principles. * **Community Engagement:** Engaging students in meaningful activities that support a global cause. |

1. Population headcounts used for NSS eligibility do not include Year 1 and Year 2 cohort size. Therefore, full programme population will be much larger. The above targeted areas prioritise those with larger student populations. [↑](#footnote-ref-2)