

SU Executive Meeting Minutes

Date: 19 May 2026

Time: 10:31am

Location: Online Meeting

Attendees

- Madeleine McLeod
- Pooja Gautam
- Nishant BC
- Raias Bin Nizam

Apologies

- Sarat
- Hira

001. Social Media Content & Officer Introduction Videos

Maddy followed up on the planned SU officer introduction videos for TikTok and social media. Pooja confirmed that society leaders had been contacted regarding promotional content, however many had not submitted videos or photos by the deadline.

Discussion took place around creating updated SU officer introduction videos to provide more regular content for social media channels. The videos will include short introductions explaining officer roles and how students can approach them for support.

Actions

- All officers to create short introduction videos and send them to Maddy before next Tuesday.
- Nishant confirmed campaign officer accounts will also upload the videos.

002. Marketplace Furniture Update

Pooja confirmed that the large table outside the SU had been listed on Facebook Marketplace. A staff member expressed interest and arrangements are being made for collection.

Outcome

- Table successfully allocated to staff member.

003. SU Structure & STAR Representatives

Maddy clarified that the STAR representative structure no longer exists following recent restructuring. Clubs and societies are now fully separate from Course Reps.

The removal of STAR branding, hoodies and stickers was discussed, alongside plans for separate future training for Course Reps and societies.

Outcome

- Officers informed of new structure and terminology.

004. Event Booking & Budget Approval Process

A new process for organising events and purchases was discussed to improve budget tracking and approval procedures.

Maddy explained that future event proposals must include:

- A supplier quote (not invoice)
- Justification for the spend
- A completed approval form
- Submission to Lucy with Maddy CC'd in

The process aims to improve documentation, expense tracking and budget oversight.

Actions

- Maddy to create and distribute a purchase request template form.
- Officers to follow new approval process for all future spending requests.

005. Officer Updates

Pooja Gautam

- Currently working on the SU report for LTAC.
- Successfully ran the Coffee Morning independently, which experienced very high attendance.
- Discussed potentially moving Coffee Morning to Mondays due to staffing and class schedules.

- Attended the Health & Safety Committee meeting and presented the Health & Safety report.
- Working on a general SU promotional video for recruitment purposes.
- Confirmed Sarat attended the Windsor Castle trip with students.
- Additional Health & Safety campaign tasks have been assigned and will be shared with the team.

Nishant BC

- Will begin class shout-outs and Summer Ball promotion during the week.
- Confirmed promotion will increase once posters are finalised.

Raias Bin Nizam

- Printed Summer Ball posters for class shout-outs and requested officers distribute them to tutors and classrooms.
- Highlighted the importance of increasing home student engagement at SU events.
- Suggested further promotion through Course Leaders and class tutors.
- Confirmed intention to send digital posters to the Course Leaders Forum.

Madeleine McLeod

- Updating officers on Summer Ball planning following return from leave.
- Confirmed Welcome Week posters for Hollywood Bowl and Pizza Night were in progress and would be completed by the end of the day.

006. Summer Ball Promotion & Attendance

Discussion took place regarding Summer Ball marketing and increasing student attendance, particularly among home students.

Suggestions included:

- Class shout-outs
- Tutor promotion
- Digital screen advertising across campus
- Poster distribution in classrooms
- Increased Course Leader engagement

Actions

- Nishant and officers to begin class shout-outs from the following day.
 - Raias to send digital posters to Course Leaders Forum.
 - Maddy to check status of digital screen advertising with Natalie.
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007. Health & Safety & Student Behaviour Concerns

Raias raised serious concerns regarding repeated incidents of verbal abuse and threatening behaviour from a student towards SU officers.

The discussion included:

- Previous escalation to Front of House and Casework teams
- Concerns around lack of follow-up communication
- Impact on staff wellbeing and safety
- Need for clearer safeguarding and incident procedures

Pooja confirmed similar experiences of inappropriate behaviour during events and explained that security presence had previously reduced incidents.

Actions

Further discussion to take place regarding staff safety procedures.

008. Executive Meeting Attendance & Scheduling

The team discussed ongoing attendance challenges due to officer timetables and classes.

Pooja suggested moving meetings to Wednesday mornings to improve attendance.

Actions

- Pooja to discuss availability with remaining officers.
- Officers to confirm preferred meeting times in writing via group chat.