

**Students' Union University of Greenwich**  
**24th F&GP Committee Meeting of 2009/10 held on Monday 22<sup>nd</sup> June 2009 in**  
**the Meeting Room, in Cooper Building**

**Present:** Richard Loader VP Services (Chair)  
Benson Adeeso President  
Mohammad Tarawneh VP Education  
Russell Achiekwelu VP Sports & Societies

**Absent:** Altaf Ismail VP Campaigns & Communications

**In attendance:** Jenny Greenfield Chief Executive  
Dan Jones VP Sports & Societies (Elect)  
Maninder Sekhon VP Services (Elect)  
Wendy Mastin Admin Manager (Minutes)

**24.1 Apologies:** Altaf Ismail

**24.2 Minutes of 23<sup>rd</sup> Finance & General Purposes Committee** **Approved**

**24.3 Matters arising and actions from the previous meeting:**

(23.3) Bars Manager to investigate further with the Licensing Authorities the viability of using marquees for Freshers and the Graduation Ball.

**ACTION: Bars Manager to investigate as soon as possible in readiness for Freshers.**

(23.12) The Committee agreed that the CEO would have final veto on content of Magazine Stands and VP Services will request that she be provided with weekly contents lists in order to do this.

(23.13) Pool Car use. CEO to provide information at a later date.

**24.4 Health & Safety:** Timetable for 2009/10 provided showing what action needed to be taken and when.

**24.12 Freshers Reports:** Activities and Welfare Manager (AWM) submitted three reports:  
Freshers Working Group  
Freshers Wristband Proposal  
Freshers Progress Update

AWM reported that there had been little progress since the Working Group meeting of 14<sup>th</sup> April but meetings now needed to advance more quickly in order to achieve the aims of Freshers.

A Freshers Fair booking form had been placed on the SU website but was removed because of errors and it was agreed that a revised form and Freshers pack, including a faqs section, should be placed on the website immediately.

A variety of issues regarding arrivals weekend, Fresher Fortnight, Freshers Ball, wristbands, locations etc. were discussed at length and it was agreed that costings etc. should be produced and be taken to the next Freshers Working Group meeting.

**RECOMMENDED: All Freshers matters be discussed at future Freshers Working Group Meetings.**

#### **24.6 Finance Matters:**

The CEO reported that there was good news regarding the 08/09 forecast and that May's figures were better than expected.

The cashflow statement 09/10 was submitted following a meeting of the Finance Committee. The University would absorb the deficit. The CEO informed the Committee that the University may increase the subvention next year and felt that this was a real sign of good faith but there was no room for complacency.

The CEO reported that she had had a meeting with Endsleigh Insurance and produced a schedule of insurances for all vehicles for 09/10. It was slightly less than last year and it was agreed that as there was little time before the renewals date, this quotation should be accepted and reviewed again next year

**AGREED: To accept Endsleigh quotation for 09/10, but review next year.**

**24.7 Bars Manager Reports:** Current Admissions Policy  
Proposed Admissions Policy  
Student SIA Door Supervisors Rates of Pay

It was agreed a word change should be made in the revised Admissions Policy (item 2.) from "may" to "shall" ...gain free entry to all SU organised events. It was also proposed that an online guest booking system could be introduced to avoid any confusion.

**AGREED: Bars Manager to insert changed wording into the Admissions Policy**

Discussion took place regarding using SIA Door Supervisors opposed to training Student Staff. VP Sports & Societies Elect thought there may be a conflict of interest if students were trained but it was suggested that the Bars Manager produces a report estimating what benefit would be gained financially and that this be reviewed for implementation in approximately six months time.

**ACTION: Bars Manager to produce report by August to establish viability of training and using student staff as door supervisors.**

#### **24.8 CEO Update:**

It was agreed that discussion re New Sabbatical contracts should be passed to Staffing Committee.

IT Audit: A report provided by the University IT Department has been submitted to the SU showing which items need to be replaced immediately, in the short term and in the long term. VP Education suggested that all computers have their software also updated. Implementation should begin in the new financial year.

Staff Plans 09/10: A report was submitted showing objectives and strategies for 2009/10 for all areas of the Students Union.

Verbal Update: The CEO raised the issue of less frequent meetings from July and suggestions were made regarding ways of communicating between meetings, e.g. Sabbatical/SMT meetings, extraordinary meetings etc. and that someone would need to take responsibility to ensure there was no break down in communications.

#### **24.9 Car Park Swipe Cards:**

Four new swipe cards have been acquired and it was agreed VP Campaigns & Communications should be issued with one. Careful monitoring of spaces and cards needed to be implemented. It was also agreed that a deal with Devonport House for them to use the SU in an emergency may give flexibility in obtaining more spaces.

**AGREED: VP Campaigns & Communications should be issued with Swipe Card and Devonport House would have access to the Cooper Building in an emergency.**

#### **24.10 UMSA Update:**

The CEO reported back after her meeting at UMSA. It was suggested that a new post be funded for representation of students in Medway and for VP Services (Elect) to spend time at the Medway campus on a regular basis. Medway currently has its own Advice Service but does not provide for any representation of students at hearings/panels etc. VP Services questioned what might happen in future years when the current VP Services (Elect) was no longer in post.

The CEO stated that she will introduce the new Sabbatical Team to the Joe Cooper who will be standing in for Dan Palmer.

**ACTION: CEO to arrange meeting between new Sabbaticals and Joe Cooper, Interim Director, UMSA.**

**24.11 Change Machine:**

The President has spoken with the Retail Manager requesting that she produce a report regarding viability of purchasing a change machine.

**ACTION: Retail Manager to submit report regarding viability of purchasing a change machine.**

**Any Other Business:**

A variety of issues were discussed including Open Days – it was suggested that a programme be put in place to cover all open days to ensure continuity of SU representation.

**24.12 Time, date, venue of next meeting:**

**Monday 6<sup>th</sup> July 2009, at 11am, in the Meeting Room, Cooper Building**