



University of St Andrews Students' Association Student Services Council

AGENDA

Tuesday 5th November – Large Rehearsal Room - 6.00 pm

1. Adoption of the Agenda

2. Apologies for Absence

3. Adoption of Minutes

3.1. Minutes of Meeting of SSC on 8/10/19

4. Open Forum

5. Reports of Sabbatical Officers

5.1. Report of the Association President –

5.2. Report of the Association Director of Wellbeing –

5.3. Report of the Association Director of Education –

5.4. Report of the Athletic Union President –

5.5. Report of the Association Director of Events & Services –

5.6. Report of the Association Director of Student Development & Activities –

6. Questions for Association Committees

6.1. Questions for Association Alumni Committee –

6.2. Questions for Association Community Relations Committee –

6.3. Questions for Association Environment Committee –

6.4. Questions for Association LGBT+ Committee –

6.5. Questions for Association Lifers Committee –

7. Questions for SSC Subcommittees

7.1. Questions for SSC Postgraduate Committee –

7.2. Questions for SSC Broadcasting Committee –

7.3. Questions for SSC Charities Committee –

7.4. Questions for SSC Entertainments Committee –

7.5. Questions for SSC Employability Committee –

7.6. Questions for SSC Debates Committee –

7.7. Questions for SSC Design & PR Committee –

7.8. Questions for SSC Music Committee –

7.9. Questions for SSC Performing Arts Committee –

7.10. Questions for SSC Societies Committee –

7.11. Questions for SSC Volunteering Committee –

7.12. Questions for SSC On The Rocks Committee –

7.13. Questions for SSC Member without Portfolio -

8. Any Other Competent Questions

9. Unfinished General Business

10. New General Business

11. Any Other Competent Business

12. Collaborative Solutions

Association Reports

Association Alumni Officer – Olivia Wiggins – No report submitted; no reason given

Association Community Relations Officer – Morgan Morris

Since my last report, we have continued plans for Community Relations week (week 11), along with St Andrews Day which falls at the end of this week. We have also begun to collate publicity material for student groups who work in the community and maintain good community relations. The Raisin Weekend campaign we ran with Wellbeing, had a lot of good views and interactions online, with maximum reach being around 2000 people. It was a particularly good raisin weekend according to the PO's office who sent us an email after the celebrations, which is great to hear!

Next week Jamie and I have Community Council, so if you have anything that would like to be brought up please let one of us know. And beginning next Tuesday, for the next three weeks we are running voter registration drop-in sessions, so please share and encourage everyone eligible to vote to register. We are also volunteering at Morrison's for Poppy Scotland next week, in line with the Community Council.

What progress has been made on my manifesto?

The above was all in my manifesto, and there are a few points that will come in later this semester.

What do I hope to achieve by next report?

By my next report, we should hopefully have some confirmed plans for Community Relations Week and have some plans for the following semester.

Why does what i'm doing matter to students, and how can they get involved?"

This matters because it allows students to feel more integrated in the town and shows them there are things they can get involved with outside gown side of there time in St Andrews.

As always any ideas, thoughts, questions please get in touch: comrels@st-andrews.ac.uk.

Association Environment Officer – Lauren Davis

What have I done since my last report?

In the last few weeks, I've been chatting to students about what they want to see the university/students' association do going forward in terms of sustainability in the building and across town. A lot of students are pushing for more sustainable catering in halls, so we are working on a few things with the Environment Team which we plan to trial next term.

What progress has been made on my manifesto? (if applicable)

An important part of my manifesto has been increased student engagement, which is increasing, and pushing sustainability in everyday lives. Something we are beginning to work on for next term, is coordinating a 'Sustainability in the Curriculum' week

with all school departments. It is very much still in the planning phase, but we plan to address this. On top of that, I have been chatting to Amnesty International/Climate Action St Andrews, and they are collating documents and lots of information for their information night about the Kenly Wind Farm application. Myself and the Environment Subcommittee are very excited to learn more and see what we can do to help Amnesty and Climate Action liaise with the university on this important environmental matter.

What do I hope to achieve by next report? (What it says on the tin)

By my next report, I hope to have nailed down a date for the 'Sustainability in the Curriculum' week, along with representatives from each department who are willing to help out with this awesome week of events. It is our hope to have students across the university engage with conversations, lectures, and films on environment and sustainability matters, and realise that it is relevant across all disciplines.

Why does what I'm doing matter to students, and how can they get involved? (As above)

What I am doing matters because myself and the Environment Subcommittee aim to represent and include all students in everything we do, and we want to be a positive voice for all. The Kenly Wind Farm application is important because we believe that in order to make things happen, you have to be active and engage with all students, and the wider community, and be informed in all decisions we make before pushing for changes. Sustainability in the Curriculum raises the point that environmental matters are integrated in everything we do and learn, and we hope to reach all students by making this a yearly event going forward.

Association LGBT+ Officer – Parker Hansen

This week I have:

- gotten a new campaigns officer
- gotten the whole pronoun project through to the next level (approved by proctor)
- working on harm reduction, sexual health stuff
- transfest! is week 9! tons of nice events, for not just trans people, pls come!
- new committee is doing great

next week:

- progress on all the above!
- queer academia event tmrw, come! arts lecture theatre, should be super interesting
- should be getting support groups a bit more firmed up

manifesto stuff?

- support groups
- able to make progress on campaigns

ways students can get involved?

- should be setting up a new subcommittee for campaigns, as we have a lot of interest in such and a lot of work!

**Association Lifelong and Flexible Learners Officer – Sandra Mitchell –
No report submitted; no reason given**

SSC Member Reports

SSC Postgraduate Officer – Blake Purchase

What have I done since my last report?

Since my last report I have, in conjunction with the committee, started to established ancillary arrangements for the ball in December. Particularly security lies within this context. I have made arrangements to attend the St Leonard's College Commemoration on Sunday, and very much look forward to taking part in the procession.

What progress has been made on my manifesto? (if applicable)

N/A

If you've made progress, great, if you haven't, explain why and what you're doing instead.

N/A

What do I hope to achieve by next report? (What it says on the tin)

Confirm ancillary arrangements, have successfully taken part in the procession.

Why does what i'm doing matter to students, and how can they get involved? (As above)"

We ensure that the cornerstones of the postgraduate experience in St Andrews operate as intended, and the above efforts embody this.

SSC Broadcasting Officer – Tom Groves

What have I done since my last report?

Our first show social of the year was a big success, with lots of people coming to The Rule to mingle and decorate pumpkins. We also hosted our first Rector's cafe live lounge of the year, which went very well. Sounds of Sandy's continues to be popular, though we are struggling to find a drum kit each week.

I am trying to build a page for local/student musicians at standrewsradio.com/music; artists can add themselves to this page via bit.ly/starmusicform. We have helped to promote other music events in the union, such as Oxfam's Battle of the Bands and RockSoc's Snash gig. The Record has also chosen their student artist of the month, and will be posting about this soon.

Since receiving our budget, we have ordered four new sets of high-quality headphones, three new microphone boom arms, two wireless lavalier microphones for external interviews, and new fairy lights for the studio.

We are also in the early stages of planning a burlesque show for next semester, in collaboration with Saints LGBT+ and Sexpression.

What progress has been made on my manifesto?

Manifesto is now 52% complete. You can track progress at bit.ly/starfesto.

Recordings from the first Bell Pettigrew session are now available at mixcloud.com/standrewsradio/playlists/bell-pettigrew-sessions, and recordings of the Rector's live lounge will be available soon.

The union has permanently confiscated our branded bottle openers/lighters, and I would like compensation.

What do I hope to achieve by next report?

The web team is working on finishing the first version of an Android app, and making listener stats available to shows. Meanwhile, starTV is producing a behind-the-scenes video for The Rocky Horror Picture Show.

We are also working on getting a large version of the show schedule pinned outside the studio window, printing the show guide, selling USB sticks and other merch, and sorting pre-orders of STAR mugs for show hosts.

Why does what I'm doing matter to students, and how can they get involved?

These updates streamline and improve the process of hosting a radio show, and build the sense of community within STAR. You can get involved by applying for a show (there are a few slots left, though most are at 9am), writing for The Record or Hearing Aid, making videos for starTV, or illustrating content for all of the above. We are always looking for people to perform at our events. Any questions email hello@standrewsradio.com

SSC Charities Officer – Frankie Borderie

What have I done since my last report?

I held a training day for the whole Charities Campaign. I have been project managing my subcommittees as usual and providing extra support where needed. We had Halloween stalls at the Union and had a really successful Race2 Info night, which will be followed by sign-ups on Saturday 2nd.

What progress has been made on my manifesto? (if applicable)

Improve awareness of the 3 charities - The Yard Fife, CALM, Women for Women - Training Day happened where I spoke about the three charities to our committees. The Yard visits have been organised. Specific events aimed at raising awareness of our individual charities will happen.

Increase number of students who nominate charities - This will be more applicable in March/April time - in the meantime, I am trying to highlight that our charities are student-chosen and which charities we are supporting so that students are aware that we have official charities in the first place. I am building a website which among other things, will make the nomination process clearer – this is now closer to completion.

Increase opportunities for students to get involved in charitable giving - I

have been heavily promoting my office hours on Tuesdays 3-5pm in Main Bar as a way for individuals to get started in charitable giving and have scheduled posts weekly to continue raising awareness of these. I want to advertise this through posters in the Union and through promoting charitable society events on our facebook page.

If you've made progress, great, if you haven't, explain why and what you're doing instead.

What do I hope to achieve by next report?

Have more posters up around the Union explaining what USACC is & more facebook posts about what we can do for societies. List of charitable societies in St Andrews on our website. Continued support of my subcommittees to make sure they reach their full potential.

Why does what I'm doing matter to students, and how can they get involved?

I am here to support individual students, groups, sports clubs and societies raise money for the causes they care about. We raise over £100,000 every year for over 40 different charities that students choose, including our 3 nominated charities and I would love to increase this amount and reach out to anyone who has ever wanted to donate or fundraise for charity in some way, so that everyone's ideas are able to happen, and the causes students care about continue to be represented. Students can get involved in a number of ways: **FOR THOSE WHO WANT TO BE INVOLVED EVERY SO OFTEN**, Sign-up to be a volunteer for one-off events (such as cloakrooms, bake sales, box office etc.); **FOR THOSE WHO WANT TO BE INVOLVED WITHIN A GIVEN TIMEFRAME**, Apply to be on the UK Safety Team for Race2 when applications open later this semester, or apply to be a dresser for CATWALK when applications open in Semester 2; **FOR THOSE WHO WANT TO PUT ON AN EVENT**, Email us to find out how our events team can help you put on an event or collaborate with your society/sports club/student group; **FOR THOSE WHO DON'T KNOW WHERE TO BEGIN**, Come and chat to us in our office hours 3-5pm on Tuesdays; **FOR THOSE WHO WANT TO SHOW THEIR SUPPORT** attend our events, race in our hitchhike, donate money to our collection tins in the Union!

SSC ENTS Convenor – Paul Lancaster

"What have I done since my last report?"

20 events inc. Halloween full building event

What progress has been made on my manifesto? (if applicable)

No manifesto as non-elected position - main goals this year are:

- Allow the smooth introduction of the new paid full-time position
- Revive ents publicity to help with recruitment and image (within and without industry)
- Establish and maintain a solid base of Ents to put on the many events we do each year and in future years

If you've made progress, great, if you haven't, explain why and what you're doing instead.

See above.

What do I hope to achieve by next report? (What it says on the tin)

Continue to coordinate with union staff as to how the new paid full-time tech position will integrate with our existing work. Continue the H&S review.

Why does what I'm doing matter to students, and how can they get involved? (As above)"

Every event: society, sub com, external body or university organized within the union commercial spaces is seen by the ents convener and results in the ents crew organizing tech/equipment/logistics requirements for over 200 events/year. Our work supports all these groups by putting on their events.

We're always really keen for more volunteers, we have crew meetings every Wednesday at 5 pm in the meeting room (where you sign up to help out) followed by training at 5:30 pm in the stage. If you're interested then just come along or email me at ents@st-andrews.ac.uk!

SSC Debates Officer – Toni Valencia

What have I done since my last report? (This will be along the lines of stuff that goes in generally)

I have been working with the UDS Board of Ten to produce quality debate training sessions, panel discussions and public debates. The Board of Ten has been organising and preparing for next semester's public debates and finalising our society collaborations. I have also been working on Internal debate competitions and socials in order to integrate freshers more in our society. We have also have just elected a new Serjeant-at-Arms and Fresher's Rep at the EGM. We also co-opted a new Inter-Varsity Secretary. Two of our novices made the Stratchlyde President's Cup Pro-Am final and all our judges broke to the finals!

What progress has been made on my manifesto? (if applicable) If you've made progress, great, if you haven't, explain why and what you're doing instead.

Majority of my manifesto has already been completed. To ensure that the points are continuously implemented, I've been working with UDS Board of Ten to ensure that they are effective.

What do I hope to achieve by next report? (What it says on the tin)

I hope to work more on creating more novice workshops throughout the semester so that anyone can join the UDS whenever they want to, even if they were unable to do so in the beginning of the semester. We are planning to create public speaking workshops later on in the semester as well!

Why does what i'm doing matter to students, and how can they get involved? (As above)

I want to make sure that as many students of the university are able to participate in the UDS public debates, panel discussions and training sessions! Any student can come to our training sessions which are Wednesdays at 2:00pm in the Large Rehearsal Room on the top floor of the Union. Also come to our public debates which

happen on Thursday nights. This week we are hosting "This House Supports IndyRef2" with Stephen Gethins and Wendy Chamberlain as guest speakers. Both of them are candidates for the North East Fife MP seat, so come along to see who you should vote for!

SSC Design Team Convenor – Edward Spencer

*"What have I done since my last report?
(This will be along the lines of stuff that goes in generally)*

- *Ran a photo booth at Raisin*
- *Planned and enacted our collaboration with On the Rocks running a successful pumpkin carving event*
- *Planned and run a photo booth for the Union Halloween event*
- *Begun to plan Christmas events with Design Teams Social Coordinator*

If you've made progress, great, if you haven't, explain why and what you're doing instead.

- *n/a*

What do I hope to achieve by next report? (What it says on the tin)

By the next report we will have run another class for volunteers as well as begun planning a Halloween event. We also will be making progress in our current projects.

- *I hope to have met with a CAPOD representative to discuss plans for a CAPOD course*
- *I hope to have all of the photos published from the events that we have covered.*

Why does what I'm doing matter to students, and how can they get involved? (As above)"

Design Team is continuing to promote and facilitate creativity within the student body. Students can get involved by becoming volunteer designers by emailing sadt@st-andrews.ac.uk. Students can also come along to our classes.

SSC Music Officer – N/A

SSC Performing Arts Officer – Manaal Mahjoub

"What have I done since my last report?"

We held the first President's Forum just before reading week, which was a great chance to check in with all of our affiliates. Last week, we passed our two Byre shows for next semester as well as our OTR show, and we are so excited to announce that both our Byre shows will be student-written pieces, showcasing that no stage is too big to showcase original work. Thanks to Markus and the Societies Committee, we have also been granted £150 to go towards a collaboration event with the Indonesian Society, something that has never been done in the past.

I also now have a gown! After years of the SSC Performing Arts Officer gown being missing, a new one has been purchased and is in keeping with the traditional style of the previous one.

What progress has been made on my manifesto? (if applicable)

As mentioned prior, Mermaids is planning to collaborate with the Indonesian Society to put together a cultural showcase in the Barron. One of the key points of my manifesto was diversification and how I would really love to broaden the performing arts circle in St Andrews, and I believe this is a great way to start.

What do I hope to achieve by next report? (What it says on the tin)

By the next report, I hope to have more concrete plans on our collaboration with Indosoc and the logistics of how we will go about it.

Why does what I'm doing matter to students, and how can they get involved?

Being involved with Mermaids offers a creative outlet for many students, as well as the opportunity to learn valuable teamwork skills. Even simply being an audience member allows people to de-stress and escape the woes of student life for an hour or two. If you are interested in shadowing any aspect of productions (directing, producing, stage management, tech, costumes), we have a shadowing scheme set up. To find more information or to register, head to our website mermaidstheatre.com

SSC Societies Officer – Markus Lee

Nothing to Report

SSC Volunteering Officer – Lisa Marie Husby

"What have I done since my last report?"

We have successfully paired volunteers up with a man with down syndrome that wanted a befriender. This is a big commitment for volunteers doing 8 hour per week so we are very happy it worked out. We have also had an information meeting regarding one of our new projects 'Meal Makers' that went very well and we look forward to working with them this coming semester. In addition to this we have also hosted a social for all volunteers and are planning to have a stall at the market on St Andrews Day.

What progress has been made on my manifesto?

In my manifesto I said that I wanted SVS to become more social and have more contact between the committee and the volunteers. I believe we are working towards that now with more regular e-mails, use of Facebook, social events (next one this coming Tuesday) and individual Facebook-groups for each project/project area.

What do I hope to achieve by next report?

Still hoping to sort out or new logo and webpage. Proving to be very difficult and it is hindering my work, so it needs to be sorted out. Also hope to plan a Christmas social for all volunteers by the end of the semester.

Why does what i'm doing matter to students, and how can they get involved?

What I'm doing matters to students because SVS let them be a part of something bigger than themselves and give them the opportunity to give back to the community around them. It is also a great way to escape the bubble for a while and do something positive for someone else. People can get involved by applying to be a volunteer on our webpage yoursvs.org.uk or e-mailing svs@st-andrews.ac.uk

On the Rocks Convenor – Holly Scrivener

"What have I done since my last report?"

We've had our first proper event of the year, which was a joint pumpkin carving event with the design team. Hoping to collaborate more with them this year! We're starting to see event applications come in, and are making plans for the festival.

What do I hope to achieve by next report?

To have begun programming the festival!

Why does what i'm doing matter to students, and how can they get involved?

Lots of opportunities for various students to get involved in putting on an event coming up!

SSC Member without Portfolio – Gavin Sandford

I have just about finalised the association events calendar to be displayed on screens across the union. Every week I will have all sub coms submit a list of their events for the following week to me by Tuesday evening, so that the graphic can be created and sent to RedBus on Wednesday. This means that starting on Monday 11th of November the first calendar should be up, which is one of the big points from my manifesto.