



# University of St Andrews Students' Association Student Services Council

## AGENDA

Tuesday 11<sup>th</sup> February – Large Rehearsal Room - 6.00 pm

### 1. Adoption of the Agenda

### 2. Apologies for Absence

- 2.1. Lisa Husby

### 3. Open Forum

### 4. Reports of Sabbatical Officers

- 4.1. Report of the Association President –
- 4.2. Report of the Association Director of Wellbeing –
- 4.3. Report of the Association Director of Education –
- 4.4. Report of the Athletic Union President –
- 4.5. Report of the Association Director of Events & Services –
- 4.6. Report of the Association Director of Student Development & Activities –

### 5. Questions for Association Committees

- 5.1. Questions for Association Alumni Committee –
- 5.2. Questions for Association Community Relations Committee –
- 5.3. Questions for Association Environment Committee –
- 5.4. Questions for Association LGBT+ Committee –
- 5.5. Questions for Association Lifers Committee –

### 6. Questions for SSC Subcommittees

- 6.1. Questions for SSC Postgraduate Committee –
- 6.2. Questions for SSC Broadcasting Committee –
- 6.3. Questions for SSC Charities Committee –
- 6.4. Questions for SSC Entertainments Committee –
- 6.5. Questions for SSC Debates Committee –
- 6.6. Questions for SSC Design Committee –
- 6.7. Questions for SSC Music Committee –
- 6.8. Questions for SSC Performing Arts Committee –
- 6.9. Questions for SSC Societies Committee –
- 6.10. Questions for SSC Volunteering Committee –
- 6.11. Questions for SSC On The Rocks Committee –
- 6.12. Questions for SSC Member without Portfolio –

### 7. Any Other Competent Questions

### 8. Unfinished SSC Business

### 9. New SSC Business

- 9.1. Co-option of two members of SSC to elections committee.

- 9.2. S 20-1 Motion to make Societies Committee executive officers interviewed positions.
- 9.3. S. 20-2 Motion to restructure the Societies Committee.

**10. Any Other Competent Business**

**11. Collaborative Solutions**

- 11.1. Councils Office

## Association Reports

### **Association Alumni Officer – Olivia Wiggins**

#### *What have I done since my last report?*

My subcommittee have been busy working on our upcoming climate event. Most of my time has been spent sorting out reimbursements, tech and marketing. I have also been reaching out to speakers for the OTR creative careers panel. We now have a potential date for a student Saint Connect Launch. We have also been trying to keep the LinkedIn page up to date.

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

Climate event has re-engaged some former students who have been out of touch with the University for some time. The broad range of careers represented shall hopefully provide some guidance for attendees. LinkedIn updates share meaningful news about Union activity and celebrate the achievements of students.

#### *What do I hope to achieve by next report?*

By my next report I will have met with development to make a plan for a guide to keeping in touch with grads for socs and subcommittees. (Fingers crossed)

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

We are trying to open a diverse dialogue about pressing environmental issues. This impacts everyone. Work with Saint Connect and LinkedIn promotes opportunities for students and opens up a useful network of contacts.

Come along to our Climate Event (week 4) and click 'going' on Facebook. Message me with anything you have been up to that can be shared on LinkedIn (events, achievements, fundraising totals etc). If you would like to get involved feel free to message me or email [saalumni@](mailto:saalumni@)

### **Association Community Relations Officer – Morgan Morris**

#### *What have I done since my last report?*

Since my last report it has been fairly quiet. However, at the end of last semester we had our most successful Community Relation Week and St Andrews Day event to date. I would like to thank everyone who took part and organised things. THANK YOU!

We are still collecting material to spotlight the great work of our student groups in the community. If you would like to be featured please email me.

The collaborative work of Camilla, Jamie, POLIS and myself with regards to Voter Registration in North East Fife, was a success as we had a huge turnout in the constituency. There was a 75% turnout of voters in this area which is an increase of 5% from the last election.

Jamie and I attended the community council last Monday, but if you would like anything highlighted with them, please let either of us know.

I am working with Camilla, Jamie, the accommodation subcommittee on the HMO campaign, which you will hear more about at this meeting.

*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 next report I am hoping to have a clear plan of what we are going to do this semester up to and over the election.

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

This matter because it allows students to feel more integrated into the town and shows them there are things they can get involved with outside gown side of their time in St Andrews. As always any ideas, thoughts, questions please get in touch: [comrels@st-andrews.ac.uk](mailto:comrels@st-andrews.ac.uk).

**Association Environment Officer – Lauren Davis – Nothing submitted**

**Association LGBT+ Officer – Parker Hansen – Nothing submitted**

**Association Lifelong and Flexible Learners Officer – Sandra Mitchell**

Nothing to report

### **SSC Member Reports**

**SSC Postgraduate Officer – Blake Purchase – Nothing submitted**

**SSC Broadcasting Officer – Tom Groves**

*What have I done since my last report?*

Since the last report in late November, STAR has: edited and shared an interview with Sally Mapstone (organised by the Sabbs on STAR show), found some fake ivy in a skip and decorated the studio with it, been added to Domino Records' new release mailing list, joined Radio Garden, promoted committee applications for St Burlesque (organised by Ollie, our Assistant Head of Music), hosted Middle Class Guilt + The Runaway Models + Messed Up Youth in our weekly Sounds of Sandy's event on Saturday nights, joined the UniWaves app, added now-playing and up-next shows to the front page of the website, promoted Hearing Aid magazine's launch event for issue 16, promoted a new video series for Hearing Aid called Womxn Shaping St Andrews, asked the Union about hosting a music event on the building's roof, researched other radio stations for ideas, promoted semester two show applications, doubled our website's storage space, had a committee social, installed branded microphone covers in the studio, organised and promoted a t-shirt

competition, created an extensive wiki on the starchive, published a rewind video of STAR's events in 2019 on starTV, published an interview with Declan Welsh on starTV, filmed student musicians in the studio for starTV, started planning a compilation CD of student music, promoted the STAR alumni Facebook group, ordered new STAR merch (plectrums, badges, more business cards, and more stickers), ordered new merch for The Record (badges), started asking societies to submit playlists for STAR's Spotify (GamingSoc playlist already published), changed the autofade settings on Myriad (our radio software) to play less pop, changed Myriad settings to play a station ident after every three songs, completely cleared Myriad's database, downloaded 7,500 songs and uploaded them to Myriad, cleaned the studio, re-stuck acoustic foam to the walls, removed the old logo from the video that plays in the background of the website's homepage, added hundreds of photos to the starchive gallery, created a Wikipedia page for STAR, started looking through the main library's archive of The Saint to find mentions of STAR, added said mentions of STAR to the starchive wiki, created a funding form for shows to ask for money from STAR, ran a paid Facebook advert for show applications, ran a paid Instagram advert for t-shirt competition, rewrote a list of things to know about St Andrews and published it on The Record, moved committee handover documents onto the starchive wiki and rewrote large sections, organised a media careers panel event with Tay FM and Bauer Academy, added a starTV page to the website, booked bands for weekly Sounds of Sandy's events until April, posted committee photos on Facebook, started publicising that we can loan audio equipment with the Head of Production managing this, added show genre tags to the website, promoted t-shirt competition voting stage (the top three ended with 178, 170, and 134 votes), created a new schedule of 116 shows from the 134 show applications, created a new mid-semester show application form, hosted an event with Mauvey in a church, promoted the first few Sounds of Sandy's events, discussed upgrading our older computers with ITS, watered the studio plant, trained 24 new shows, organised sit-ins for new shows, tidied every drawer in the studio, tidied STAR's cupboard in The Saint's office, posted playlists from a few committee members on STAR's Spotify, dealt with a series of website crashes, fixed the studio fairy lights, updated various things with the new show schedule (main interactive schedule on the website, podcast email bot, now-playing Wordpress plugin), made many minor corrections to the new schedule, made lots of minor website updates, added an FAQ section to the website, had a meeting about STAR's level of involvement in St Burlesque, and bought a camera for starTV.

*What progress has been made on my manifesto?*

Manifesto is now 67% complete. You can track progress at [bit.ly/starfesto](https://bit.ly/starfesto).

*What do I hope to achieve by next report?*

We are currently planning a 24-hour broadcast as part of RAG Week, and hope to make many minor updates to the website, server, and studio equipment. We are also focusing on poster distribution, and finalising the next few Bell Pettigrew Sessions.

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

These updates increase STAR's brand awareness, build the sense of community within the station, and improve the way in which students can host radio shows. You can get involved by applying for a show, writing an article for The Record, reviewing an artist for Hearing Aid, making videos for starTV, or designing graphics for any of the above. See [standrewsradio.com/faq](http://standrewsradio.com/faq) for more info.

### **SSC Charities Officer – Frankie Borderie**

*What have I done since my last report?*

Race2 happened - prepared Racer presentation, was on EU safety team and on call as a language speaker. Continued day to day running of Campaign. Have been meeting with my exec committee to check on progress of things. Assisted in planning of various events (including CATWALK, RAG etc) Set up a new fundraising platform - more info in next report.

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

**Improve awareness of the 3 charities - The Yard Fife, CALM, Women for Women** - We are hosting a charity speaker event during RAG Week which all our subcommittees will attend and which will be open to the public, Race 2 packs all included leaflets from the charities and racers heard directly from the charities at their briefings (also added in part about them representing the charities to their briefings.) CATWALK goodie bags will include leaflets about the charities. RAG will include the logos on all their own events. I am planning an awareness marketing campaign and am coordinating with the Design Team to get posters done. We are publicising relevant information about our charities through our social media and emails. I have made sure the charities are included where possible when listening to committee plans for events.

**Increase number of students who nominate charities** - Spoken to Flora to get charity elections to happen at same time as student elections. Will be working on a marketing campaign for this, this semester. Will use a google form to make it easier for people to nominate a charity. 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. Our website now makes the nomination process clearer.

**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, as well as on the screens in the library and soon posters in the Union. I am continuing to look into other ways I can raise awareness of this, including a review of the Charitable Socs role and marketing campaigns about every day easy ways to fundraise (again, more info in next report)

*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 a dresser for

CATWALK, applications open now; 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, donate to our hitchhike, donate money to our collection tins in the Union!

**SSC ENTS Convenor – Paul Lancaster – Nothing submitted**

**SSC Debates Officer – Toni Valencia**

*What have I done since my last report?*

Ever since the beginning of Semester 1 and throughout all of the winter break, the UDS has been working on securing speakers for our panel discussions and public debates for Semester 2. Currently, we are in the process of attaining a few speakers for a Single Speaker event adjustable to the speakers schedule. We hope that this will go well to at least have one Single Speaker event as we have received large interest from the speakers we have invited. Our team and judge at World University Debating Championships (WUDC) made the university very proud by doing very well in many of the rounds. I've schedule for our novice workshops, internal competitions and training sessions to run smoothly this semester. Working closely with the UDS Board of Ten, I've been ensuring the smooth running of the society and increasing our engagement with all of the student body.

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

I continue to ensure that the promises I made on my manifesto are fulfilled. We're implementing novice workshops which aligns with my promise to ensure that there is always an entry way for beginners to join the debating society at any point of the year! We had a non-alcoholic Board Game social which was a success. Our public debates lined up for this semester have really great guest speakers lined up coming from a wide diversity of backgrounds to ensure a holistic approach to each debate. I continue to ensure that we have panel discussions on topics that students have highly requested and are not provided elsewhere. We've seen some good engagement with these events and thought-provoking insights from our panelists. Overall, I have completed everything on my manifesto. I will ensure that in the coming weeks to continue to keep my promises listed in my manifesto.

*What do I hope to achieve by next report?*

With the end of my term nearing with elections on the horizon, I hope to ensure that the transition period is as smooth as possible by preparing all the documents and noting down all the advice I have for my successor. More specifically on all of the new changes to the UDS policy and constitution that I have made over the academic year. I will also ensure that the society runs smoothly and to maintain my promises on the manifesto.

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

The UDS welcomes every single student of the University regardless of their experience with debating! We would love to have you at our weekly training sessions on Wednesdays at 2pm in the Large Rehearsal Room of the Union! You can also join our public debates and panel discussions which we have every week to meet our guest speakers share their thoughts on a debate or panel discussion topic. Make sure to keep up with our events by liking our Facebook page and joining our Facebook groups. Hope to see you there!

## **SSC Design Team Convenor – Edward Spencer**

*What have I done since my last report?*

Launched the new photography service

Completed projects during the holidays

Created new interest in the subcommittee at refreshers fayre

Lunched a new website

Improved committee dynamics through a committee social

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

not applicable

*What do I hope to achieve by next report?*

By the next report, I hope to have added new people to the committee and began to give them training in our processes and have begun hand over periods.

To work on ensuring that the process for the photography services is running smoothly

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

We complete Graphic Design and Illustration request for any society, subcommittee or university department and you are able to request these through our website. We are also able to complete some photography requests for subcommittees which can be requested through our website. We host classes and are hoping to be announcing our next one very soon, keep an eye on Facebook or sign up for our newsletter. You can get involved by joining as a volunteer designer or by joining the committee we are having an EGM this Thursday!

## **SSC Performing Arts Officer – Manaal Mahjoub**

*What have I done since my last report?*

Since last report, we have passed all of our semester 2 shows. Mermaids will be funding 9 shows this semester including our collaboration with Indosoc. We also this week decided to fund 5 student-written shows at the Fringe - the most shows we have had at the Fringe in years. I also attended the Byre Stakeholders meeting with Shaina.

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

A couple of our Fringe shows are aiming to go paperless with their publicity. This means no flyering which will reduce paper waste exponentially and ties in with my manifesto point about sustainability.

*What do I hope to achieve by next report?*

By next report, I hope to have registered all our shows for the Fringe and begin the process of setting them up.

*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 for an hour or two. If you are interested in shadowing any aspect of productions (directing, producing, stage management, tech, costumes), join our shadowing scheme! To find more information or to register, head to our website [mermaidstheatre.com](http://mermaidstheatre.com)



## **SSC Societies Officer – Markus Lee**

*What have I done since my last report?*

Refreshers fayre happened on Week 1. Attendance was slightly lower than expected but it might be due to bad weather. Access hours was trialled at the refreshers fayre and it was a success, so I will be recommending that the union hold more access hours for other fayres. Many affiliations and grants were approved over the winter break. I am currently working on a few projects including organising (and restructuring) societies awards, improving grants and future-proofing the committee by restructuring.

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

N/A

*What do I hope to achieve by next report?*

Completing the projects that I am working on and focus on organising the Awards and reaffiliation.

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

Societies Committee is the overarching committee for all societies, and most students at the university engage with many societies during their university life. If anyone is interested in starting a society, improving a society or anything related to society events, they can reach me at [socs@st-andrews.ac.uk](mailto:socs@st-andrews.ac.uk).

## **SSC Volunteering Officer – Lisa Marie Husby**

*What have I done since my last report?*

We have had meetings with an organisation called Meal Makers and gotten several students involved and applied for PVG's. We have also set up a group called 'Autism Awareness' and we are working on an event coming up later in the semester focusing on raising awareness about autism. We attended Re-Freshers fair and have several new people interested in volunteering this semester. In addition, I'm in the process of expanding our 'Town and Gown befriending scheme' through my involvement in Clinton Global Initiative University.

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

*What do I hope to achieve by next report?*

By next report I hope to have the Town and Gown project set up and also have hosted a social for all volunteers.

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

It matters to students because it gives them the opportunity to do something for others and give back. They can get involved by e-mailing us on [svs@st-andrews.ac.uk](mailto:svs@st-andrews.ac.uk) or sending us a Facebook message.

## **On the Rocks Convenor – Holly Scrivener**

*What have I done since my last report?*

We almost have a fully functioning programme! Still ironing out a few bumps. The programme (as in, the physical programme) has been designed and looks beautiful, we're so excited to launch it. Basically, we're trucking along nicely.

*What do I hope to achieve by next report?*

We should be basically ready to go for the festival! We'll be getting ready for our launch party (please all come) and should have secured a team of volunteers as well.

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

The arts are great and important for wellbeing etc !

**SSC Member without Portfolio – Gavin Sandford – Nothing submitted**