



Sabbatical Officer Reports to AGM

10th December 2009

ALESHIA SAMPSON: PRESIDENT REPORT

Priority	Actions	KPI	Results	Completed
Governance and Organisation	Appoint Trustees	Independent Trustees appointed to the Board of Trustees	3 Independent and 2 Student Trustees appointed to be approved at AGM	✓
	Trustee Training	Train the new trustee board, to ensure we are professional and fit for charity registration.	Trained via external consultant	✓
	Part-time officer elections	More candidates than before and at least 500 votes!	More candidates than ever, and over 780 votes! thanks!	✓
	Trustee Board Meetings	Chair the Trustee Board meetings. At least 1 formal meeting in Term 1.	Trustee board meeting in November, all in attendance, items approved.	✓
	AGM	Help organise, write report, Work with Gina on the Finance presentation and publicise the AGM. At least 100 students in attendance.	AGM 10/12/09	✓
	SUEI (students' union evaluation initiative)	Ensure that SUEI is implemented across UPSU. Use all possible communication sources to publicise to staff and students.	Need to publicise benefits to students in Knowledge etc	Ongoing
	Review and Reflect	Formally report review on Governance Implementation progress in Term 1	Report and review to continue into term 2	Complete by end of term 1.
	Review UPSU Policies	Review Policies so they are up to date and accurate according to legislation	Reviewed. Addition of UPSU Drugs	

	and Procedures		and Alcohol Policy which needs consultation with staff and trade unions.	Ongoing
	Line-management of GM	Formalise and agree responsibilities and line-management with the University, as previously there has been confusion.	Agreed: President and External Trustees will line-manage/appraise	✓
Community	Winifred Baker Court, Addison Road	Keep in contact with Winifred Baker Court and ensure that we work together to tackle the issue of student noise.	Visited the residents, and planning to involve them in future campaigns	Ongoing
	Council meetings	Attend Council meetings to represent the views of students and ensure we are seen as a stakeholder within the city.	Attended council meeting in Efford, and involved in Social Inclusion Meetings.	Ongoing
	Herald Article	Continue to write the Herald Article to publicise all our hard work and campaigns	Writing articles and receiving some positive feedback from the community	✓
	University/Community Meeting	Attend the Uni Community meetings to get involved in projects and represent students.	Attended and raised issues. keep in contact with the Police regarding issues	Ongoing
	Responding to Community Concerns	Respond to complaint letters/emails/messages as soon as possible, in a timely and professional manner	Responded to all complaints and letters	Ongoing
University Liaison and	Talk and Listen	To listen to students and seek their opinion to ensure we are democratic and truly representing students views.	Utilised web based communication and have booked dates in with the Dean of Students.	Ongoing

Representation	Office of the Vice Chancellor Advisory Group PCMD	To work with the University Secretary and Academic Registrar to ensure OVC Advisory Group is effective and a useful platform for voicing the student opinion. Attend all PCMD student support meetings, and Student Parliament meetings	No actual meetings to date, but discussions about the terms of reference for the group. Attended all meetings so far	Ongoing ✓
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Tom Vennard: Deputy President Report

Priority	Actions	KPI	Results	Completed
University of Plymouth Colleges (UPC)	Elect UPC Reps in 7 Partner Colleges	Help to run and support elections in partner colleges. To provide support for Reps and to give them Parliament training.	5/7 reps elected	Ongoing
	JBS Meetings	Attend Joint Board of Studies meetings in order to represent students' views in our partner colleges.	Attended: South Devon, Petroc, Weymouth & Somerset.	Ongoing
	UPC Faculty Board	Attend meetings in order to represent and update colleges about UPSU and its efforts to involve and support students' within the UPC network.	Attended last meeting in September	Ongoing
	College Visits/UPSU Inductions	Visit 19 partner Colleges during September/October to provide all HE students' with knowledge and access to UPSU. To speak with students' and help to organise student engagement.	Use the UPC Mini Guide as a tool for communication to inform new students about UPSU.	✓

	24/7 magazine	Use 24/7 to inform UPC students' of up and coming events at UPSU and to allow them to write in the magazine for personal development.	Used effectively this year, and written articles up until February edition.	Ongoing
International Student Representation	International Food Festival	To organise and promote the International Food Festival in order to involve International students' within UPSU and to create greater student engagement.	Over 90 students attended with 20 dishes being entered, a great event.	✓
	Points Based Migration	To attend meetings in order to represent the views of International students and to gain a better understanding of the new system.	Have been to several meets so far this term, more to follow.	Ongoing
Governance	Student Parliament	Help to support and organise student parliament	Most positions filled. First parliament to be held in January.	Ongoing
	Part-Time Officer Elections	Help to run/publicise a successful nominations and elections campaign for student parliament.	A very successful voting turnout for student parliament (on-line) with 783 votes!! (Target of 500)	✓
	AGM	Organise an effective AGM, Chairing, with lots of issues to be discussed, NUS Delegates, Voting, Sabb Reports and Financial Overview.	Ensure AGM is kept to time and all major issues are discussed.	Ongoing
University Liaison and Representation	Faculty Board of Education	Attend annual Board meetings in order to represent students'.	First meeting held in November	Ongoing
	Graduate Committee	Attend meetings to represent students' with Post-Graduate Officer.	Unable to attend first meeting in November.	Ongoing

JAMES REDFEARN: VP ACTIVITIES & COMMUNICATIONS REPORT

Priority	Actions	KPI	Results	Completed
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Induction Period	UPSU Angels- Plan training and events, and provide support	Effective Training delivered – recruiting an appropriate size team of Angels Volunteers	Training delivered on 14 th September, c.45 Angels trained	✓
		Increasing students' contact with Angels	Angels posted at Gazebo outside PSQ, supporting University events, City Tours, Induction Fair and evening entertainments.	✓
		Good feedback from students and University	Very successful Angels scheme, with good feedback from students and University departments. Also put on a 'thank-you party' for the Angels at Revolution.	✓
	Sports and Societies Fair	Plan and deliver a successful Sports and Societies Fair – 27 th September Working with Chris (VP Sports) and Sports & Socs Department	Successful day delivered on 27 th September in RLB and Union. Some discussion around value of this year's single day event.	✓
		Review day to make continuous improvements Provide ongoing support to Societies	Survey carried out after event, and feedback reviewed to assist planning for next year	✓
	Volunteer Induction	Assist Volunteer Department at Induction event	Training delivered, support day-to-day Over 900 volunteers signed up as at 1 st Dec	Ongoing ✓

Student Radio Station	Recruit Volunteers	Volunteers for at least 5 podcast teams recruited	4 teams have recorded pilot podcasts, ready for a launch event in January	✓
		Hold meetings to keep students involved, and make further plans	3 meetings held so far	Ongoing
	Research and Development	Policies and procedures need to be defined, and research from Student Radio Association, other Students' Unions and Radio organisations	Code of Conduct written, other policies in draft	Ongoing
			Invited to BBC Radio 2, and interest from Hospital Radio and BBC Radio Devon	Ongoing
Informal Learning & Accreditation	Learning through Volunteering Module	Support Dr Dave Croot from University in setting up Learning through Volunteering module, and recruit students	Module is now active, with 50+ students involved	✓
	UPSU Award	Support Denise in promoting UPSU Award	Denise has been off sick, so no progress so far	Ongoing
	Other Informal Learning – development of a Plymouth “Award”	Support Dave Croot in pushing the University to create an informal learning award scheme for all students at UoP.	Award proposal is in draft form, I have made comments and this will go to University Management before Christmas	Ongoing
	E-Portfolio (PebblePad)	Attend all relevant e-portfolio meetings within the University	Attended advocacy and promotions meetings	✓

Other Student Media	The Knowledge	Recruit student editor and provide ongoing support	Student editor elected in October	✓
	Cam:Cru	Set up Cam:cru as a society, increase activity and drive traffic through UPSU website	Support for Knowledge is ongoing, including getting permission for dump-bins around campus Chair of cam:cru recruited, but no first meeting as yet	✓ Ongoing

CHRIS REES : VICE PRESIDENT SPORTS (AGM REPORT)

Priority	Actions	KPI	Results	Completed
Induction Period	Chair Training and Committee training	Effective Training delivered – efficient and productive committee’s helping to produce a better student experience through sport.	Training delivered end of September.	✓
		Increasing student engagement	Very successful induction period, with good feedback and results from students and University departments.	✓
		Good feedback from students and University	Survey carried out for continued development for next year. Continue to support the club committees where appropriate.	✓
	Sports and Societies Fair	Plan and deliver a successful Sports and Societies Fair – 27 th	Successful day delivered on 27 th September in RLB	

		<p>September working with James Redfearn (VP Activities and Communications) and Sports & Socs Department</p> <p>Review day to make continuous improvements</p> <p>Provide ongoing support to Sports Clubs</p>	<p>and Union. Some discussion around value of this year's single day event.</p> <p>Survey carried out after event, and feedback reviewed to assist planning for next year</p> <p>Training delivered, support day-to-day</p>	<p>✓</p> <p>✓</p> <p>Ongoing</p>
Sports Branding	<p>Find final Supplier</p> <p>Logo to be created</p> <p>Sponsorship</p> <p>Website/brochure</p>	<p>To work with a supplier that can deliver cost effective kits for as many clubs as possible.</p> <p>New logo to be designed and student consultation in the process</p> <p>Secure Sponsorship for the future of the branding to help as many clubs as possible. This will also help the one identity we so desperately need.</p> <p>To update all information and improve the sports site on upsu.com and to deliver a brochure for all information to be in one source</p>	<p>Met with Citygere who can deliver almost all of our kit needs the same quality of the top brands and far cheaper and in our brand.</p> <p>Had a few meetings and a few designs created.</p> <p>Chris Shorey sponsorship secured for 2 years. We can now apply for Government funding through 'sports match' to try and double our funding and help more clubs out.</p> <p>Information has been update but time is needed to improve this for the future, all other aspects of branding need to be completed first.</p>	<p>✓</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
Sports Awards	Venue	Find a bigger venue to deliver a bigger and more successful awards ceremony for more students to be honoured	We have visited many venues and have provisionally booked one, this looks promising	✓

	Criteria	Review and evaluate last year's criteria for improvement on the efficiency of the short listing process	To be looked at before Christmas	Ongoing
	Nomination Deadlines	Find a realistic time for opening and closing deadlines	To be complete before Christmas	Ongoing
	Awards videos	To work with a student and create fantastic videos that will add to the improvement and development of the ceremony	Working with a student and progress is going very well	Ongoing
Other Work	Direction of Sport/Sports Strategy and working with the university	To have a huge influence on the strategy and make sure students are consulted where appropriate.	1 st draft of Direction for Sport created. Now to work with the University on the development of this.	✓
	Working with City Council on sport	To work with the council on consultation on everything that may affect student sport: Aquatic Strategy, Sports Facility Strategy, and Life Centre to name a few.	Plymouth Albion deal signed and a beginning of a great partnership that could be a positive for the future We are fortunate to be involved at all levels with all of the directions within the city and have meetings to discuss all mentioned. Students have been involved in all of the process. Further discussions will be set up.	✓ Ongoing

ED MARSHALL: VP EDUCATION AND WELFARE REPORT

Priority	Actions	KPI	Results	Completed
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Plymouth Town Takeover	Going Out And Talking to Students	Awareness of the campaign and e-mail addresses	300 e-mail addresses	✓
	Meeting with all the HE and FE institutions in Plymouth	Decide upon theme, activities and budget	We can move forward to planning and publicity	✓
	Create visual and audio content for facebook site	The site attracts hundreds of students, hooked in by the interesting content	Filming of activists GOATing is made	Ongoing
	Sort out branding of the event	The event branding appeals to students as well as being widely understood by the general public	Branded items printed	Ongoing
	Find and Train Activists	Activists organise amongst themselves to go out and get students to come to the Town Takeover	Hundreds of students attend Plymouth Town Takeover	Ongoing
	Self sustaining activist base	20 Active Activists are found	10 Activists found	Ongoing

Course Reps	Gave Initial Training	250 Course Reps Trained	250 Course Reps Trained	✓
	Respond to Feedback	Responding to the training needs highlighted in feedback forms	Stream basic training on the Course Rep online community	Ongoing
	Ran the first Course Rep network meeting ever	Reasonable attendance of Course Reps from each of the faculties.	Sabbs are better informed of student academic issues and can resolve them	✓
	National Student Survey	Steadily introduce Course Reps to national statistics i.e. NSS and SPQ.	Course Reps have statistics to strengthen their arguments	Ongoing
10:10	Prepare to Launch 10:10 after the Town Takeover	The Student Union adopts 10:10 after One World Week and Plymouth Town Takeover	10% lower emissions in the space of a year	Ongoing
Teaching and Learning	Attended a plethora of Teaching and Learning Committees	Push solving the ongoing assessment and feedback issue	Will meet up with associate Deans of Teaching and Learning	Ongoing
E & D	Wrote E&D Report	Produce a report from the Student Union of equality and diversity with recommendations of how it can be improved.	Report produced and circulated	✓
	Respect Festival	Ran successful stall engaging with ethnic minorities	Better links with different groups	
	Plymouth Pride	Helped form positive links between LGBT groups and the SU.		

