****

**STUDENT REPRESENTATIVE COUNCIL**

**SEPTEMBER MONTHLY MEETING MINUTES**

1. **Procedural Matters**
	1. Welcome, Introduction, and Apologies

**Attendees:**

Sarah Cupitt

Anushka Kapoor

Tiffany Sharpe

Sara Mikha

Jasmine Ricciarelli

Alannah Hader

Danielle Wolf

Razin Polara

Rosina Armstrong

Cameron Chesters

Johnathan Espinas

Robert Reed

Muhammad Abbas

Dharshini Sathyanarayanan

Loore Muravu

Simon Preuss-Kearney

Crystal Ram

**Student Observers/Staff:**

Grant Murray

Catherine Reed

Richard Martino

Bakar Mohamad

Rayaca Tayabally

**Apologies:**

Natasha Ferrer

Jasmine Ricciarelli (partial)

* 1. Acknowledgement of Traditional Custodians of the Land

The Chair acknowledges the Council is meeting remotely on the lands of the Darug, Eora, Dharawal, Gandangarra, Wiradjuri and Bundjalung peoples. The Chair pays respect to campus and community Elders, past present and future and acknowledges any First Nations peoples present.

* 1. Declarations of Interest

The Chair invites the committee to declare any new conflict of interests in relation to any matters on the agenda or their role on the committee more generally. No members declare any conflict of interest.

* 1. Starring of Items

Sarah suggested to star all items.

Seconded by Alannah.

* 1. Order of Business

Order of Business is to be conducted as per the agenda.

* 1. Confirmation of Previous Minutes

August minutes confirmed as a true and accurate record.

Moved by Alannah. Seconded by Danielle.

* 1. Confirmation of Member Reports

Needs to be confirmed at the next meeting as a rep accidentally submitted their August report instead of their September report.

Alannah used this opportunity to bring up that we had a low submission rate for members reports this month and a very low word count, not meeting the word count or meeting it by chucking in filler text.

Sarah added that she made it clear in her email last month that if reps didn't submit a report meeting the 200-word requirement she would not include it. She noted that the reps who didn't meet the 200 word requirement are likely the same reps that haven't looked at the final member reports to realise theirs haven't been included. She asked reps to please ensure to meet the requirements for October's reports, it's not hard it's 200 words, emphasising that everyone does more for uni and that one paragraph isn't going to take half an hour.

* 1. Action Sheet from Previous Meeting

Sarah updated the August action sheet items at the bottom of the agenda (6.3). Alannah has followed up with Anushka on a bunch of the June action items, and Anushka is having a phone call with Daniel tomorrow. HDR get together will happen after COVID restrictions ease. Simon's event is still on hold due to COVID but he thinks he'll meet with the Penrith Provost sometime around the end of this month or early next month. Sarah has removed all completed action items to make more space moving forward with meetings for the rest of 2021.

1. **General Business of the Council**
	1. Report from the Chair

Not much to report from the last month. Alannah has had a few different meetings with some people, had a doctor from the complaints committee reach out to her earlier on in the month. She wanted to reach out to the SRC team and ask Alannah to let us know if there was anything that was happening that we needed assistance with in a complaints manner then she's happy to help out. Nothing much from that aside from what's in Alannah's member report.

* 1. Report from Student Community

Grant notes a couple of updates, such as the EOIs are open to fill available vacancies in SRC and W'SUP. Sarah notes to the chat that these positions have been promoted across SRC socials and Western Life. The online student rep position has been vacated due to absences in the role. Grant is also keeping track of recorded absences and apologies. Asks Alannah and Sarah to stay on after the meeting to discuss two possible reps on the radar and how to action that moving forward. Grant will be sending a larger email with more updates but pulls a few key notes for reps, such as pushing comms to promote the residential rep and small and region rep positions. CLV and Sydney City have been contacted to further assist in outreach. Still yet to see any names put forward for those positions. Editors have seen a great turnout for EOI submissions. Angelo has approved the amendments to the SRC procedures which include the welfare and wellbeing rep position, and have included that in the EOI call out for September. Grant thanks Sarah for making the post on Western Life and says how he's added role descriptions for those available positions on the post, Sarah added she had sent some students the leaders guide, and so Grant posting the role descriptions for everyone to see definitely helped assist. Stakeholder engagement is in the works for the new welfare and wellbeing rep for whoever gets that position – key staff in equity, wellbeing and diversity as well as the mental health and wellbeing team. Wonderful to see someone new to be added to the ranks. If anyone has any procedural questions to get in touch with Grant. He also attended the Student Voice Australia practitioner network meeting, interesting discussion talking about trust and transparency and encouraged reps as the SRC to make feedback loops with constituents; e.g. you said, we did. Invited reps to develop that themselves as the peak representative body, and share that journey. A good discussion following last Friday's src chat about the model, a lot of that conversation exposed how much building relationships is key to discuss poignant student issues. Divfest is on, and Grant thanks everyone for doing their bit to make WSU a more inclusive space. He quickly adds that only nine reps attended the strategy sessions with Michael, however he didn't receive any RSVPs – reminded reps to make themselves available for these sessions as they are mandatory and a part of training. There are three more sessions coming up, reps who can't need to send justification as to why. Reps need to lock in the 22nd Oct for public speaking – opportunity to develop those skills. VC sign off on Student Rep project, workshops for next year.

Alannah asked if the updated procedures could be added to Teams in the meantime.

Grant will add them to Teams and let us know that they'll be prettied up for the final more digestive version, but reps can access the raw version.

Richard adds to Grant's point and suggests Daniel Jantos read the procedures and make a video. Met with the VC on Friday to walk him through the student rep project which he was very supportive of – VC reiterated his support for students more broadly, looking to organise a meeting with him and the exec ASAP. Looking to think more about the student's voice based on that meeting, Grant to work with reps to organise an agenda prior to that meeting.

* 1. Report from Collectives

Rosina's panel discussion for the Wom\* n's Collective was a great success, and thanked everyone for their support.

* 1. Report on SRC Budget

Sarah provides the following update for the budget:

* She has put through a budget request on Western Life to lock in the payment for the NUS affiliation - with the confirmation of PO and paid invoice.
* Mehwish emailed reps on the 6th of September, reminding them about putting in requests for their portfolios and events.
* Jasmine has a pending budget request for her Rug and Mug Student Chat.
* Danielle has been requesting payments from her approved budget with roughly 2k left in her portfolio.
* Simon has an approved budget for the Cross-Campus Forum.
* Rosina has a pending budget for her Empowering Women Panel Discussion.
* Cameron has a pending budget for his Kahoot event.
* To date, we have spent $4604 in August for the casual cost of Daniel and Mehwish. For September, Grant expects it will fall around a similar figure. He has recordings of exact figures, which we'll get later on. Exacts for September will be in by the time Daniel and Mehwish have moved back over to the P2P project.
* With the procedure review approved, we can now introduce a welfare and wellbeing rep to the team, which I assume we will later allocate from the unspent budget allocation for Daniel and Mehwish.
* Loore has had a meeting with Grant to discuss the student care and data packs.

As discussed during former meetings, Sarah reminds reps that the student community team would appreciate 14 days notice of what you need, whether Giftpay vouchers, Menulog vouchers, etc.

She is unsure what resources and time the team will need to complete outstanding action items and budget plans. However, each member of the SRC might want to think about how they can play a part in ensuring none of these initiatives falls over by contributing in some capacity.

It is incredibly prudent to start getting requests in as soon as possible. Otherwise, we will begin bottlenecking, given we are now halfway through Sept and only have Oct and Nov fully to make expenditure happen technically; there are two and half months left for the SRC to finalise expenditure.

Sarah also reiterates that Grant has a $10k limit on his credit card each month, and purchases of $5k or more are avoided.

* 1. Reports and Recommendations from SRC Committees

No response.

1. **New Business of the Council**
	1. **Ceramic Craft Night**

|  |  |
| --- | --- |
| **Issue** | To get Narimba students more involved  |
| **Date** | 03/09/2021 |
| **Mover** | Sara Mikha |
| **Seconder** | Simon Preuss- Kearney |

**Issue Description:**

I want to make ceramic craft night for Narimba campus students because a lot of students don't normally get participate in any of the events. As well as a lot of Narimba first year students have classes in the morning and that's when most of the events happens.

**Portfolios/Students Impacted:**

Narimba Campus Students and any other students who register

**Recommendation:**

I recommend to have an artistic event for students who are particularly from Narimba campus, who don't normally get participate in events.

**Justification/Reason for Recommendation:**

I survived some students from the Narimba campus and they liked the idea of painting of ceramic as well as its at night were everyone is available.

**Budget Impact:**

|  |  |
| --- | --- |
| **Items** | **Quotes/ cost**  |
| Terracotta Flowerpot {CleverPatch} | $3.29 |
| Flower pot paint kit {etsy}  | $21.40 |
| 36 Acrylic Paint Set Multicoloured | Reg: $40 VIP: $20 |

**Proposed Action:**

I propose that the SRC commits to organising this ceramics event.

**Additional information:**



Product from CleverPatch

Product from Etsy

Product from Spotlight

Sarah asks if Sara had a cap amount on this for how many students could register. Sara was thinking 20-30 students and then increase it depending on the success of the event. Simon clarifies this is for the first session and that ongoing sessions would cater to more students. Sarah is happy to discuss all three however mentions Cam noted in his member report that he was happy to fund this from the VPA budget however wanted to touch base and confirm if we need to pass a funding motion. Cam said it's fine to use his budget. Alannah said it needs more planning but is a great idea. Simon suggests for Sara to explain what the event would be, so reps understand how to choose the best craft kit. Just intended as a fun zoom event, no competition. Simon asks how it will be delivered to everyone, and noting additional costs as this is her first agenda item as a new rep. Danielle asked if the ETSY option is Australia or overseas. Sarah noted that all budget items need an ABN; otherwise we can't fund them. Alannah asked if it would follow the style of the student life crafternoons. Sarah asked if it's only for college students at Nirimba or all college students and if there's a plan in place to check if the students that register are actually from the college. Sarah suggests different ideas we can use to differentiate college students from undergrad and postgrad students. Simon said we probably can't police it and simply add Nirimba to the event title, and focus comms on students that attend that campus, as this is a trial attempt. If not, students would still be getting it, however Nirimba is the focus. Sarah notes how successful the crafternoon events have been and expressed the concern that the event could sell out with in fact 0 Nirimba students getting the chance to get involved. Rosina used an example that for Syd City events you had to provide unit data to show you went to the campus. Danielle also suggested asking students what they're studying. Muhammad suggested a prompt to simply ask students if they go to the campus or not before they register. Grant adds a few thoughts – to streamline this, he suggested for Sara to reach out to the Events Team regarding comms and delivering kits to students, and perhaps some advice from Larissa. For the event, Grant suggested using the campus tag for college students so only they can register – depending on if we open it to all students or just Nirimba. Sara also mentioned the promotion of the event through teachers as most students from Nirimba don't use Western Life. Sarah suggested passing an action to do a working group or to organise it herself, mindful it's her first initiative, Danielle offered to help.

ACTION: Sara to form a working group to create and organise the craft event and reach out to the Events Team for delivery to students.

* 1. **Student Monthly Wellbeing Rug and Mug Group**

|  |  |
| --- | --- |
| **Issue** | Promoting positive students mental health and wellbeing during online study |
| **Date** | 17 July 2021 |
| **Mover** | Jasmine Ricciarelli |
| **Seconder** | Cameron Chesters |

**Issue Description:**

Creating a monthly wellbeing chat for all WSU students during the second NSW lockdown. Where students are able to discuss issues that have been impacting them during their studies on a monthly basis this casual monthly group will help promote student engagement in a non-judgmental safe place to help promote strategies on student wellbeing and raise issues that have been affecting students. As student have mentioned that online study in 2020 had impacted them negatively.

**Portfolios/Students Impacted:**

All students

**Recommendation:**

I recommend having both male and female SRC reps attending a monthly meeting so that students can feel comfortable during the group. I recommend providing the first 50 registered participants a $15 menu log voucher to enjoy a coffee during the chat.

**Justification/Reason for Recommendation:**

As this group is for everyone having both male and female runner can help promote inclusion for student wellbeing during this tough time.

**Budget Impact:**

|  |  |
| --- | --- |
| **Items** | **Quotes/Cost** |
| Menu log Vouchers | 50x $15 |
|  |  |
|  |  |

**Proposed Action:**

The SRC can create and promote positive student and community wellbeing though meeting and helping other students during the times of lockdown where many students feel isolated.

Rob asks if Jasmine put together a safety plan for risk disclosure. Jasmine said she has and will make it clear before and at each event and has thought of all the safety aspects. Rob asks to see the plan, and Jasmine says she'll send it. Sarah asks if this will be funded from Cam's budget or separately. Jasmine said she reached out to Cam and cc'd Sarah, but he didn't respond. Simon noted the small total, Jasmine changes total of 50 to 30 vouchers to match her budget request on Western Life. Funds to come out of Miscellaneous.

Motion: SRC to fund 30 $15 menu log vouchers for a total of $450 out of the leftover miscellaneous SRC budget.

Unanimously passed

**3.3 VCISAC Meeting: SRC - International Representation**

|  |  |
| --- | --- |
| **Issue** | Lack of international student representation |
| **Date** | 16/09/2021 |
| **Mover** | Sarah Cupitt |
| **Seconder** |  |

**Issue Description:**

One of the points raised at the VCISAC Meeting held 3rd September 2021 is greater representation of International Students on the SRC, brought to my attention by Richard and Catherine Reed (Senior Business Project Officer, International). The request for additional International Student Representation came from 2 international offshore students at the Vice-Chancellor's International Student Advisory Committee. These students are very active in leading the International Student Association, but feel that they do not receive the same support, exposure and access to funds as the SRC. This is the reason that they requested additional representation on the SRC.

I want to note that international student representation also exists outside SRC, e.g. international student clubs, W'SUP, student leadership opportunities etc. Students are also free to raise concerns with the SRC and the International Student rep – in which this case SRC wasn't contacted directly but rather brought to Richard's attention, which then looped me into the discussion.

SRC briefly discussed this and decided a meeting would be best to discuss this situation further. Rather than setting a separate meeting, I proposed an idea to the team to add this item for discussion to our agenda for the September SRC meeting. This way, more reps will be available to assist in this matter and contribute to discussing the possibility of introducing a new rep position specifically helping offshore international students.

**Portfolios/Students Impacted:**

International students

**Recommendation:**

Discuss the possibility of adding an additional representative role for offshore international students. The process to change the Student Representation Procedures (which governs the structure of the SRC) would include as an initial step, a discussion and agreement of the change by the SRC team to include it in the next review of the procedures.

**Justification/Reason for Recommendation:**

While well established in some quarters, international education's significant role and contribution to the Australian economy and society is not necessarily widely appreciated. WSU and the SRC should look to build more community interaction between international students and local communities, especially for our offshore students that are disconnected similarly to online students, which have their own representative, and so I believe we should have one additionally to support offshore students.

**Budget Impact:**

|  |  |
| --- | --- |
| **Items** | **Quotes/Cost** |
| Offshore Student Rep | Approx. 3k to align with the online student rep (from 2022 budget) |

**Proposed Action:**

After discussing the proposed position and gathering feedback from international and offshore students, we include the new proposed rep position in the next procedures review for the SRC.

Sarah introduces Catherine. Catherine and Rayaca ask and receive speaking rights for the meeting. Rayaca discusses the lack of international student representation and echoes the information provided in the agenda item, and that it might be helpful to have offshore students at meetings and discussions with the international student association. Sarah notes Rayaca has come to various student leader meetings and suggested a rep specifically for offshore students to highlight specific students. Also notes that international students hold various positions in student representation; however they sit in roles that aren't the international student rep. Danielle had a few questions and brought up an old discussion of forming an International Student Collective, which would be a better idea rather than having VPU, VPP, and equity reps then argue they also are underrepresented in the SRC. More so, working on what we have and ensuring current student reps are engaged and potentially taking a more active role. Also raised the point of how many offshore students we would have once COVID eases, and students return to campus. Rayaca raises the point that international students pay significantly more than other students, and echos the collective is a good idea. Danielle suggested a merge with the international association or a collaboration. Rayaca suggested a merge, rather than have them separate. Sarah said the collective is a better long-term solution and asks Grant and Richard about time for approval. Considering that we've just approved the procedures for a welfare and wellbeing rep which was an ongoing plan from the former SRC team, and asked if a collective is something we can create by next year. Richard said collectives operate on a schedule, can be done internally without Angelo's approval however will check, and notes the club already existing for international students. Grant said Vageesh was doing some stakeholder engagement prior, and the association didn't wish to work with the SRC to make a collective, obviously now in different circumstances. Grant suggested merging the association into a collective, which he suggested 2 years ago, when back then they weren't interested. This would be relatively easy to oragnise. Grant said to Loore to engage with various international student groups and build eligibility criteria for the collective to have equal representation for onshore and offshore students. Pending Richard's confirmation. Danielle said the collective is a better way of doing it to avoid dividing up dialogues, resources and collaborations. Sarah said it might be a good idea to host a further discussion with Richard, Rayaca, Catherine etc., to form and merge the collective together. A working group would be a good starting point for Loore. Loore said she needs guidance to get both sides of international students.

Catherine notes she was impressed with Sarah and the team's response to the situation. Rayaca was happy to see so many reps in support of international students.

ACTION: Loore to create a working group to organise and plan to action the international student collective.

1. **Other Business**

Simon thanked everyone for attending the cross-campus forum.

1. **Next Meeting and Close**

The meeting officially closed at 4.50 pm.

October 14th <https://au.cglink.me/2ih/r35839>

November 19th <https://au.cglink.me/2ih/r35840>

December 10th <https://au.cglink.me/2ih/r35841>

1. **Additional Documents**
	1. June Action Sheet

|  |
| --- |
| **June Action Sheet** |
| **Action** | **Responsibility** | **Completion** |
| Submit a budget request for postgraduate committee working group | **Daniel to pass on to Anushka as new VPP** | **TBA** |
| Get in touch with the relevant department regarding WHS/food for Penrith BBQ | **Simon**  | **Pending discussion with Provost** |
| Organise Postgrad get together | **Daniel to pass on to Anushka as new VPP** | **TBA** |
| Organise HDR get together | **Daniel to pass on to Anushka as new VPP** | **TBA** |

* 1. July Action Sheet

|  |
| --- |
| **July Action Sheet** |
| **Action** | **Responsibility** | **Completion** |
| Alannah to follow up with Anushka regarding June action items that now sit under her portfolio as the new VPP. | **Alannah/Anushka** | **Completed but Ongoing** |
| Razin to follow up on Intersession Day Out after COVID-19 and get more info from Rameez. | **Razin** | **Planning for post COVID** |
| Crystal to initiate a plan to advocate for Nirimba and Bankstown Campuses. | **Crystal** | **Ongoing** |
| Start an action group to enquire about residential student issues. | **Alannah** | **Ongoing** |
| Alannah to start a working group with all reps for the 'Happy Hour' initiative | **Alannah** | **Ongoing** |

* 1. August Action Sheet

|  |
| --- |
| **August Action Sheet** |
| **Action** | **Responsibility** | **Completion** |
| Student Monthly Wellbeing Rug and Mug Group – to be held in the next month | **Jasmine** | **Ongoing** |
| Let Sarah know how much to take out of the SRC budget for Daniel and Mehwish since their contracts started in June | **Grant** | **Ongoing (have an aprox. not final amount)** |
| Work on budget requests through WesternLife for NUS and other items that reps want to start working on, as one budget item or individually. | **Sarah & Reps with budget portfolios** | **Ongoing** |
| Collective Officer Honorariums - Danielle to send a blanket email and organise a zoom meeting to discuss further. | **Danielle, Richard, Simon, Sarah** | **Ongoing (readdress after a few meetings)** |

* 1. September Action Sheet

|  |
| --- |
| **September Action Sheet** |
| **Action** | **Responsibility** | **Completion** |
| Craft Event working group and contact Events Team for student delivery | **Sara** |  |
| International Student Collective – working group and meeting | **Loore** |  |