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| Sabbatical Officer Name: | Madison Hutchinson |
| Sabbatical Officer Role: | VP Societies & Volunteering |

**Section 1: Sabbatical Officer Report**

*This section is to be completed by the Sabbatical Officer prior to the accountability session.*

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| **General Report**  *(Written by the Sabbatical Officer this report is aimed at providing insight into their work/activity since the last accountability session or the start of their term in office)* | |
| January:  Lots of work in the lead up to Refreshers in terms of stall allocation and layout of the fair. Speaking to all committees on the deal and responding to any issues/concerns. Restarting the President meetings to hear updates on how term 1 went for societies, whilst collecting feedback on the new tier system. Getting to know a new member of the activities team Lily, and catching up with her regarding the societies that she looks after.  Working on the it's not too late to sign up campaign to increase guild membership and the amount of students volunteering. Working hard to get students to nominate themselves in the Spring election through drop in sessions and a social media campaign. 11 people nominated themselves for VP Societies and Volunteering for the Spring Elections.  February:  February is LGBTQ+ history month so I have been working hard alongside the campaign officers and VP Sport to get events organised, and on the website for advertisement. There is a range of events being hosted including walk and talks, networking events, stalls, coffee mornings and the showcase. The LGBTQ+ showcase has been my main focus for events.  Student Volunteering Week: Ran 5th to the 10th of February where students were encouraged to join volunteering groups. I worked hard on running multiple events that week including Clean Up Cardiff's and a networking event. I worked with multiple projects to do a volunteering spotlight – one reel has been released so far with me speaking to Betsy from our Kilimanjaro trip.  Shag Safe: Shag Safe has launched this week. I have managed to get free STD tests in the SU that are available to collect from student advice. There are 6 different types. Pregnancy tests are also available to collect. There will be stalls at the Heath and at Cathays to give out free information and resources. The campaign is also focusing on healthy relationships and consent.  President meetings have continued and societies forum is being held on the 13th February. | |
| **Manifesto Update**  *(Written by the Sabbatical Officer this section is aimed at tracking their progress against manifesto commitments made by them during their successful officer election)* | |
| **Ensure a smooth transition to the new tier system for all committees through regular drop-in meetings and termly president meetings** | During the summer I sent several emails and shared on socials numerous times for society Presidents to book a meeting in with me to discuss the new tiering system. I had over 100 of these discussions with Presidents. I began by running through the basics of the tier system with them and the new operations. I then gave them the opportunity to ask any questions that they may have had. I recently sent out an excel sheet with the tier system on for committees to work through and delegate different sections to different committee members and to be able to track their progress on all the points. I also made a longer content video regarding the tier system which is available on the SU website. In January and February Presidents have again booked in meetings with me to discuss their progress for the year and have had the opportunity to ask me any questions. I have had an open calendar booking system since the beginning of my term where anyone has been able to book a meeting slot with me. This has worked very well in terms of my accessibility.  There are 3 suggested changes to the tier system going to societies forum on the 13th February. |
| **Support committees to develop key sponsorship deals with local businesses** | I have met with several local businesses since I commenced my term and explained to them the process of sponsoring societies. I have also in my President meetings gave societies advice on how to secure sponsorships. However, due to rules I was not aware of at the time of running, I am unable to directly pair up societies and local businesses. I have also worked with our own venues department on what societies/clubs might be interested in. |
| **Deliver detailed training to all committee members, with a particular focus on wellbeing, opening this training up to IMG teams** | 2 week detailed training conference held during Freshers’ week. Since then I have completed a review of this training and have some suggestions for the department on how to make it more useful/accessible for committees. I opened wellbeing training up to IMG teams at the start of December, but had a poor uptake. Improved uptake in January. |
| **Work closely alongside VP Postgrad and VP Heath Park to improve the overall student experience of societies here at Cardiff** | Throughout all of my campaigns I have had a presence at the Heath Park campus. I have been encouraging societies to elect Heath Park representatives and hold events there too (part of the tier system). I held societies forum 1 there in October. I also held a Heath Park society focus group in November. And I’m working with various groups to try and run a fun day in the summer term.  For Postgraduate students, I have been working with Micaela to get more societies to have PG representatives on their committees and to have more PG representatives as part of our Student Media groups. There are now lots of societies with elected postgrad representatives and lots of societies hosting specific events for postgrad students! |
| **Increase promotion and participation in volunteering and RAG (Raise and Give) programs** | I have met with the new RAG group several times this year and have supported them on several projects. Including the Food Bank Donations, the Kilimanjaro trip and Movember which raised over 80,000.  Held Student Volunteering week from 5th to 10th of February where I spotlighted different volunteering projects and volunteers. |
| **Continue the amazing Culture Cwtch and Pride Showcases and introduce an International Women’s Day event** | **LGBTQ+ Showcase is organised for 19th February, ready for the execution stage. Culture Cwtch is organised for the 12th March. In the outreach stages now. Lots of events happening throughout March for International Women's Day.** |
| **Work to make grants more widely available** | I agreed to the increase in guild fees at the start of my term, following extensive student input. This enabled us to increase our grant allocation. Lots of groups applied for grant funding so not all groups could receive what they asked for. There was another opportunity for societies to apply for grant funding in January. This has all been approved now. |
| **Policy Update**  *(Written by the Sabbatical Officer this section report is aimed at tracking their progress against any relevant policy passed by Student Senate or AGM)* | |
| **A better and more inclusive University**   * **Working on writing a student view regarding prayer rooms** * **Working with societies to promote religious holidays and attending events e.g., Langar on Campus with the Sikh society** * **Looking to create a section on the website regarding culture and religion and adding society events that are open to everyone on there** * **Culture Cwtch will play a larger role in this too**   **Time to Act: Tackling Sexual Misconduct at Cardiff University**   * **Working with the Time to Act group to add consent and bystander training to committee training for the new academic year** * **My new sexual health campaign also looks at healthy relationships and consent** | |

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| Chair of the Accountability Session: | Nodie Caple Faye |
| Vice Chair of the Accountability Session: | Eve Chamberlain |
| Additional Members of the Accountability Session: | Marc Perez Piquer  Hafsa Yaseen |
| Date of the Accountability Session: | 15/02/2024 |

**Section 2: Accountability Session**

*This section is to be completed by the accountability session members prior to speaking to the Sabbatical Officer. This section should then be used to aid discussion with the Sabbatical Officer and information added where relevant.*

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| **Areas Working Well**  *(Written by the accountability session members this section should detail areas the members think is working well and what they believe the Sabbatical Officer should keep doing)*  *Note for the accountability session members: Don’t forget to ask the Sabbatical Officer their opinion on what is working well.* | |
| * Overall doing a good job with most of her policies and campaigns * Delivered a lot of her manifesto * Worked closely with VP Postgraduate and VP Heath Park – done a great job trying to increase engagements with these demographics * Met over 100 presidents * Pregnancy tests and STD tests obtained – huge achievement (pregnancy tests especially) | |
| **Areas For Improvement**  *(Written by the accountability session members this section should detail areas the members think could do with additional focus).*  *Note for the accountability session members: Don’t forget to ask the Sabbatical Officer their opinion on what could be improved.* | |
| * Sponsorship support fallen through – due to SU rules – acknowledge that she has tried. Might need some extra work, consideration of an alternative policy that achieves the same goals | |
| **Accountability Session Questions**  *(Written by the accountability session members this section should outline the key questions the session have for the Sabbatical Officer, a notes of the answers should then be provided in the next box).* | |
| **Q1.** Previously recommended that Madison works on engaging Heath students – how’s that going? Is there an update on that? | **A1.**   * There have been conversations around a Heath Park showcase. It’s been difficult to find a date that works for everyone since Heath students’ calendars are so busy. Decided that it won’t work for this year. Will put it in handover to do it in first term next year when calendars work better. * Have met with a lot of Heath Park groups. * Have strong communication links with MedSoc. * Went to the BMA demonstration at Cardiff Bay with a few Heath groups. * Working on improving the room booking system for the Heath. |
| **Q2.** Working with Time to Act group – committee training – how’s that going? How far along are you in this process? | **A2.**   * First met with Time to Act in late December. * Working on a nighttime safety campaign behind the scenes. * Worked with Georgia to organise consent and bystander training. Trialling with sports teams to begin with – intend to implement with the next lot of society committees. * Met with Time to Act again recently updates. * Looking to add training (from a different organisation) to committee training for next year. |
| **Q3.** How can more presidents be met? How can engagement be increased even further? | **A3.**   * Would be impossible to meet with all timewise. * Done as much as possible. * Every president has been emailed personally. * Sometimes presidents don’t need anything. * Had communications with all active societies. * Some societies don’t need additional support. |
| **Q4.** Do you have any updates on the sponsorship policy? | **A4.**   * Met with a few companies – made them aware that they cannot partner them up due to SU rules, but made expectations clear. * There have been fewer issues this year because of the newly implemented sponsorship form. * Internal sponsorships have improved. * Still want to improve. |

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| **Does the accountability session wish to consider any of the following notices?**  *If Yes, please provide details of the reasons for such motion or notice in the box provided.* | |
| **Motion of Censure**  *Motions of Censure shall be considered when the committee believes the elected officer has committed a serious offence against their office or democratic responsibilities as outlined in the bye-law appendices. Note: When motions of Censure are considered the elected officer shall be provided with at least 48 hours-notice in order to be able to provide a fair and accurate response to the reasons for the censure.* | No |
| **Notice of Requires Improvement**  *Notices of Requires Improvement shall be considered when the committee is dissatisfied in an elected officers work or conduct in relation to their role, responsibilities and manifesto commitments. Note: When notices of Requires Improvement are considered the elected officer shall be provided with at least 48 hours-notice in order to be able to provide a fair and accurate response to the reasons for the notice.* | No |
| **Notice of Satisfaction**  *Notices of Satisfaction shall be considered when the committee wishes to formally recognise an elected officer for outstanding work in relation to their role, responsibilities and manifesto committee. Note: Prior warning for a Notice of Satisfaction is not required.* | Yes |

**Section 3: Accountability Session Outcomes**

*This section is to be completed by the accountability session members following their meeting*

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| Is the session satisfied with the discussion held with the Sabbatical Officer? | Yes |
| If the answer to the above question is **no** please provide additional details below. | |
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| Is there anything the session wishes to make Student Senate aware of as a result of the meeting? | No |
| If the answer to the above question is **yes** please provide additional details below. | |
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| **Following consideration did the accountability session apply any of the following motions or notices?**  *If Yes, please provide details of the reasons for such motion or notice in the box provided.* | |
| **Motion of Censure**  *Motions of Censure shall be considered when the committee believes the elected officer has committed a serious offence against their office or democratic responsibilities as outlined in the bye-law appendices.* | No |
| **Notice of Requires Improvement**  *Notices of Requires Improvement shall be considered when the committee is dissatisfied in an elected officers work or conduct in relation to their role, responsibilities and manifesto commitments.* | No |
| **Notice of Satisfaction**  *Notices of Satisfaction shall be considered when the committee wishes to formally recognise an elected officer for outstanding work in relation to their role, responsibilities and manifesto committee.* | Yes   * Done a great job over the year, been really active – she has a lot of meetings, hard to get manifesto points done – impressive that 100 presidents have been met whilst so busy – been really active on social media – uplifting societies. * Pregnancy tests! |