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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)* | |
| July:  Throughout July I and the other sabbatical officers went through an extensive training programme. We met with all the Union’s departments, learnt about their portfolio’s, and formed positive working relationships. We were also introduced to various university departments and learnt more about their functions. We also selected what Union and University committees we would be sitting on throughout the year. Very early on I attended my first Civic Mission Committee. During this training we were settling in as a team and learning a lot more about each other and our working habits.  Working with university departments in July I delivered several talks for perspective International Students on what societies we have on offer and how they can shape their university experience. The officer team also completed Health and Safety for Senior Executives training and began our ILM training.  Soon into our term was graduation week. During graduation week, apart from attending my own graduation, I worked on lots of social media content for the SU and spoke to lots of students on campus. In July I also had meeting with several local businesses regarding what they offer societies in terms of sponsorships and made them aware of our processes.  I travelled up to Leeds for NUS Lead and Change with the rest of the team for some officer training. We received additional governance and campaign training on our trip. Once back from Leeds we started attending Freshers’ Planning meetings.  August:  At the start of August, we were still being introduced to various university departments. I attended my first Cardiff Safety Summit of the year and met with the Cathays Councillors to discuss our relationship for the year. I began meeting with society presidents and the heads of student media and attended my first Officers’ Executive Committee of the year.  I wrote my first newsletter and sent it out to committee members. VP Sport and I also started our top tips reel series. I met with Cardiff Uni Sport to discuss the overlap between CU Sport and the Guild in terms of IMG team registration. I also attended the Police Engagement Task and Finish Group.  During August I worked on my manifesto point about the tier system transition. Meeting with Presidents, sharing content on socials and making a video to go on the website.  September:  During September the number of meetings I had with Presidents significantly increased, with some days meeting with 8 in a day. Committees I attended included CUSL, Safety Summit, SEP, PDI, CUSU Board of Trustees, Officers’ Executive and environmental sustainability sub-committee. Met with our venues department to discuss society sponsorship packages. Attended staff development day for the Union. Worked on developing the Safer Nights @ Cardiff campaign which included updating our safety measing on the SU website and sharing content on socials. I assisted with delivering committee training over the 2-week period. I also sat on the interview panel for student staff for the activities department.  I held a societies coffee morning to allow for networking across committees, this was very successful, and I had lots of positive feedback. I also started recruiting for my executive committee.  During Freshers’ fortnight I was around Halls of Residence delivering welcome packs from the Students’ Union and assisting with the Welcome team. I was also all over campus delivering Induction Talks to first year students. During Freshers’ Fairs I was checking in on committees and dealing with situations/issues where necessary. I was also shooting lots of social media content.  October:  At the very start of October, I got the opportunity to attend the South Wales Civic Engagement Partnership as the Students’ Union representative. This was a very exciting event that was held at USW’s Treforest campus. Unfortunately, after this I had to take 2 weeks of sick leave due to being in hospital.  After feeling much better I returned to work with lots of energy. As soon I was back I completed all of the planning for pink week. I also relaunched the volunteering project Clean Up Cardiff and it has been very successful since. In my week back I also hosted Societies Forum 1 at the Heath Campus. This gave societies the opportunity to see what I had been up to and to provide feedback regarding Freshers’ and committee training.  The committees I attended included Graduation Working Group, Successful Student Futures Enhancement Group and the Advisory Group (Academic Study Skills and Student Mentoring). President meetings were still going ahead too. I set up the selection panel for my executive committees and had people elected for the executive committees during the Autumn elections. I began to host both societies and volunteering executive committees.  The Students’ Union also hosted the Big Conversation with the new Vice Chancellor, which I attended and talked to students about various topics.  Pink Week:  October is Breast Cancer Awareness Month (BCAM), and Cardiff Students' Union joined in the global effort to raise awareness. Our Pink Week was dedicated to spreading the word about the signs and symptoms of breast cancer, as well as the importance of regular self-examination. We encouraged hundreds of students to take charge of their health and seek support when needed during the week of October 23rd to 29th.  Through outreach stalls, craft evenings, glittering events at YOLO and even a dodgeball tournament, we managed to engage with 789 of you, with many signing up to CoppaFeel’s text reminder service to check your chest. It’s not too late to sign up either, follow the information on the Pink Week page.  November:  In November the committees I attended included CU and CSU partnership group, Officer’s Executive Committee, Student Senate, Cardiff Safety Summit, University Senate, and Special Board meetings of CUSL and CUSU.  November seen Winter Showcase planning begin, sober social week planning and Winter Wellbeing Campaign planning. Volunteering wise Clean Up Cardiff ran every Thursday throughout the month and I worked with RAG to help them organise their Food Bank collection points for December. I also met with Teenage Cancer Trust as they are our RAG charity of the year.  Activities said goodbye to our Assistance Head of Department Rhys White and I sat on the interview panel for the new Assistant head of department – societies, volunteering, and media. We successfully appointed Ellen who commenced her role at the start of December. At the end of the month, I sat on the interview panel for Societies and Volunteering coordinator to fill the vacancy that Ellen left after her promotion.  Throughout November I met with representatives from the Islamic Society and the Jewish Society to aid them in putting together an AGM motion. We put the ‘A Better and More Inclusive University’ motion forward to AGM and it passed successful (with an amendment).  I spoke as the Students’ Union’s representative at the University’s Act of Remembrance.  Sober social Week ran from Monday 13th November to Sunday 19th November. VP Sports Georgia and I put a lot of work into encouraging clubs/societies to run sober events during this week and to share our resources on social media. Throughout the week we hosted a sober social week quiz, a dodgeball session and free mini golf in the SU.  Throughout November I also ran focus groups for the different categories of societies. There was a variation in attendance for the focus groups, but I received lots of valuable feedback on things such as Freshers’, committee training, and the work I have been completing.  December:  So far for December, VP Sports and I launched our Winter Wellbeing Campaign where we are hosting various events to help students tackle those Winter Blues. We have hosted walks to the Christmas Markets, Bute Park, Museum, and hosted events like Flag Painting and the Big Unwind. We also recorded a podcast on tackling Winter Blues.  I attended Medics Varsity on the second and seen Cardiff bring the shield home, it was a great day, and I was a liaison for the clubs.  On Monday 4th December I hosted the Winter Showcase. It was an incredible evening where through 35 performances, societies could showcase what they had been working on throughout the term. Great fun was had by everyone who attended, and I have received very positive feedback on the evening.  So far this month the committees I have attended include Cardiff Safety Summit, CUSU Board of Trustees, CSU Partnership meeting, Graduation Steering Group, and Student Senate.  I have been attending various society events this month including the Acapella showcase and the Heathcare Drama Society performance of If Walls Could Talk. | |
| **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 will again book in meetings with me to discuss their progress for the year and ask me any questions that they may have.**  **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.** |
| **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 – looking to run these in January/early Feb instead.** |
| **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.** |
| **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.** |
| **Continue the amazing Culture Cwtch and Pride Showcases and introduce an International Women’s Day event** | **These will come in second term but planning meetings have begun.** |
| **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 will be another opportunity for groups to apply for grant funding in January.** |
| **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)* | |
| Embed Sustainable Development Goals into Cardiff University Students' Union working framework  Cardiff University Students' Union to Commit to Carbon Neutrality by 2030  Climate action and accountability: Making Net-Zero a Reality   * I am currently doing a review into the SU’s progress on all of this policy * Met with our former deputy CEO Ben before his departure – these conversations have been put on halt until the new year   2023 AGM policy   * To be delegated amongst sabbatical team – I will be taking a lead on A Better and More Inclusive University | |

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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: | Aby Anderson-Peled  Gulshanbanu Ansari  Chris Nickels  Joe Reeves |
| Date of the Accountability Session: | 13/12/2023 |

**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.* | |
| * Good relations with VP Sports – good cooperation between two departments * Campaigns run well – Pink Week very big - good attendance * Most manifesto points delivered where possible * Coped well with any challenges * Very open and easy to go to - will always listen to ideas * Transparent * Even when busy, always giving people opportunities for feedback * Lots of meetings with presidents of societies * Always supportive e.g. watching American Football play in Birmingham out of work hours * Manifesto point – committee sponsorship deals – gave a lot of information in meeting at start of year * Lovely seeing her at showcases and performances – great support - came to see panto | |
| **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.* | |
| * Would be nice to see a bit more done on volunteering – work more with existing groups. More Vol Exec meetings needed – more interaction with that side of the SU * Welfare training needs improving * Need to do more for international students – help them connect with societies – better advertisement – feeling disconnected with societies – could work with Nathan – international students were not aware of Freshers’ Fair   Note from Madison   * On international students’ awareness of Freshers’ Fair – currently in Freshers’ feedback meetings – will pass that on | |
| **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.** What do you think you could do more of in terms of gaining a more coherent interaction with the volunteering side of things? | **A1.**   * Have had difficulties * Had one Vol exec meeting, one person showed up * Came in really optimistic – quickly learnt that volunteering projects are a lot harder to get leads for and set up * Some groups have had various difficulties * Relaunched Clean Up Cardiff – going really well – Vice Chancellor came along * Reached out to local businesses to try and get walking schemes set back up * Volunteering projects which have tried to relaunch from pre-Covid have had difficulties e.g. hospitals don’t want to let people in due to risks * Worked with MarComms – requested for a new volunteering video to be made * Want to hear if anyone has any ideas of volunteering projects * Will try to meet with Vol exec more often next term – people’s availability makes it difficult |
| **Q2.** How do you feel you can best connect with international students and make them feel more involved with the goings-on of societies/SU? | **A2.**   * International students’ engagement better this year – lots of events mainly attended by international students e.g. Pink Week, Winter Wellbeing * Meeting with Nathan was scheduled – pushed back to next term * Have various international societies and groups – Culture Cwtch, and extend to longer period – week-long campaign * Loosely linked to AGM motion – worked with international students to put that together. Definitely agree that more needs doing |
| **Q3.** Continuing of Culture Cwtch and Pride Showcase, introduction of an International Women’s Day event – what are your plans? What do the meetings entail? How do you see those events going forward?  Have part-time LGBTQ+ Officers been involved? | **A3.** Dates set: Pride – February, Culture Cwtch and IWD – March. Comms for February will go out in January. Potential sponsor for Culture Cwtch – in very early stages  Met with AJ & Matilda – happy with date – agreed on various things want to focus on – more history elements this year. Focus on medicine – involvement with Heath Park student groups |
| **Q4.** Any areas of improvement you yourself would like to do? | **A4.** Need to work on work life balance – need to start saying no to things so can start working on things e.g. volunteering projects. Blocking out more time in week to work on things that need doing. More volunteering  Note from Exec  Happy to help in any way possible |

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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.* | Yes / 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.* | Yes / 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 / No    Done a brilliant job with tasks so far  Gone above and beyond |

**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 / No |
| 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? | Yes / 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.* | Yes / 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.* | Yes / 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 / No |