



## Fiona Sunderland

Twitter: @susu\_activities

Email: vpactivities@susu.org

Facebook: /fiona.sunderlandsu.37

### Area of work: Representing Club & Society interests

#### Sabbatical Plan

##### Goals

##### ***Increasing access to storage space for societies:***

- Maximising use of existing storage space and re-evaluate how it is currently being used
- Bring underutilised space in to circulation
- Investigating University/Community space

This is an area I've been looking at throughout my time. The main areas we are looking at converting to storage space are meeting room 3 and a section of the café. This is going ahead, and we are currently just waiting on University maintenance to convert the space (knock down a wall). We are currently in discussions with Union facilities about installing better cupboard and shelves so that the space is most efficient, and I am currently looking into funding for this and gathering some informal feedback on what societies need.

Once we have this space we are going to ask for clubs and societies to update their inventory and we will look at reallocating which spaces clubs/socs are given – I am currently looking at where about they meet and seeing where the most relevant place to put storage space is.

We have also started changing some of the access to storage to be code based rather than key. This is because of issues with keys not being returned and with reception not being staffed. Ideally, we'd like to have key card systems but as this is very expensive this is something, we will be bringing up in University discussions.

Progress stage:

Not yet started - Consultation - **Planning/Next steps** - On track - Completed

##### ***Provide more support for WSA students' involvement in activities:***

- Developing a programme of Union activities (Societies and media specifically)
- Greater push on Society engagement in WSA Fresher's Fair and throughout year

	<p>The lack of involvement from students at sites, particularly WSA has always been an issue for SUSU. As part of our President’s plan for the year we have recently started each going to sites once a week. This has given me opportunity to have more regular visits to Winchester and has allowed me to engage with students there that we may otherwise have not seen. Although this is in its initial phases and there is a lot more consultation to be done, the general feedback I’ve received is that WSA students are interested in getting involved but getting to Highfield is too long/difficult and having [more] activities actually in Winchester would be something students would be interested in.</p> <p>I’ve been discussing ideas with our Activities Coordinator for WSA and our goal is to eventually have a regular programme of activities at WSA. Currently we already have regular sessions held by both QuizSoc and Christian Union which is something I’m really keen to push and I’m currently in the process of liaising with our broadcast media societies to see how we can encourage/support them in bringing sessions to WSA.</p> <p>Due to the refreshers period and elections there has been limited progress on this particular section, however once elections are over I am keen to pursue this more and will be looking at visiting WSA more often. However I have been working with our External Engagement Coordinator to increase fundraising with WSA’s core charity of the year an also with our WSA Coordinator in planning WSA careers fair – including getting Arts at Southampton to have their WSA alumni give talks.</p>
	<p>Progress stage:  <i>Not yet started - Consultation - Planning/Next steps - On track - Completed</i></p>
<b>Additional work</b>	<p>I am sitting on the out of hours common learning space committee. As part of supporting societies I have been compiling a spreadsheet of when societies meet and what space they use, I will be continuing to collect this info both to share publicly (my original intention) and to use it to feedback to with as part of the CLS committee, which will help to make sure that areas of the University that are actively used by societies are better accessible to students. I am looking at working on how we use our SUSU website calendar so that events and regular meetings can be listed separately so that it is more consistently used.</p>
<b>Comments/AOB</b>	

*Pictures/links to blog posts relating to the work in this section:*

Society Meeting Spreadsheet

<https://docs.google.com/spreadsheets/d/1Mos1Oi3GyjahoDELpLYgGIKwwGqXBk2GY7coyG1DpOA/edit?usp=sharing>

<b>Area of work: Supporting all affiliated Societies</b>	
<b>Sabbatical Plan Goals</b>	<p><b><i>Increase support and communication to societies:</i></b></p> <ul style="list-style-type: none"> <li>- <i>Clearer communication about staff available to support Club &amp; Societies</i></li> <li>- <i>Make easily accessible list of staff, their details and who is responsible for what</i></li> </ul>

- *Developing the Union's approach to feedback and contact with Societies*
- *Looking into having regular (termly) meetings with society presidents so societies have opportunity to feedback and discuss and hear from other societies*

This term I have been working on updating what information with have easily accessible to committees on the website. This includes updating a lot of out of date how-tos and now there is a list of SUSU contacts listed on the home page for the how to run a club or society which includes all the Activities Team's emails and what they do.

With AGMs coming up I have been working on guidance being made a lot clearer and we have also made a budget template so that treasurers with less experience will find it easier to present their finances.

Particularly with the new grant system coming in, I will be arranging with the Activities Coordinators so they are holding drop in sessions after new committees are elected so that they can come and meet face to face and get further support. I would like it to be really obvious to committees who they can get support from and I hope this will encourage societies to be more engaged with the staff.

Progress stage:

*Not yet started - Consultation - Planning/Next steps - **On track** - Completed*

***Restructure grant guidelines:***

- *Develop a more logical and sustainable grant system (including reviewing all caps)*
- *Develop the process to be useful for the Union and the Societies applying*
- *Increase accountability in process for both how decision are made and how money is spent*

This is one of the most important changes I wanted to make during my term. From my personal experience as a committee member and music societies' Rep and since coming into this role, I have found that myself and other students find the current grant system inefficient and inconsistent and does not allow for/ encourage the inclusion of information that gives a more holistic view of their finances and how their money is managed.

Working with our VP Sports and Director of Activities we have discussed potential formats which we could move to and have removed some of the arbitrary caps that exist. Myself and Olivia have researched into how other Unions structure their funding and have discussed with several Unions about what they do and how they manage it.

To get formal student feedback and input we invited all club and society Presidents and Treasures to come to one of the four grant feedback sessions we held to discuss grants and have them give some (structured) written responses. After this we then reached out to the president/treasurers again giving opportunity to fill out the feedback form if they were unable to attend. Whilst the engagement rate was not as high as we had hoped for, we did have some very positive discussions and detailed feedback (linked below) which confirmed that there is a lot of want for change and the direction we want to go in.

I then compiled all the feedback and looked at what is possible and what the most common points were. I have since met with the Activities coordinators and we have taken into consideration the needs of different societies.

We will now be doing one main grant round and focus on budget management rather than specifics of individual items. This will be done before summer to allow clubs/societies to be able to maximise their planning time before the academic term starts. We have also considered societies that don't operate with the academic year, clubs that may have competitions they can't plan for and general unforeseen circumstances and will still keep a separate pot that can be accessed throughout the year in these circumstances.

Information about this has now been sent to committee members and we are now making clear templates and writing example applications to make the process as easy as possible. We will also be having a period of drop ins with Activities Coordinators so that committees have as much opportunity to get guidance – this will hopefully be much more useful than before as this will be before summer when more students are around.

Progress stage:  
*Not yet started - Consultation - Planning/Next steps - **On track** - Completed*

***Introduce online training and resources for committee members:***

- *Create more online resources for committees*
- *Develop 'mandatory' online training for specific roles to replace zone meetings*
- *Role specific training as well as optional training with transferable skills*

Following on from our VP Welfare and Community and her Intern's really great work on the WIDE training, Myself and VP Sports would like to expand compulsory training out to more roles, and ideally replace the 'mandatory' zone conferences. Our main focus for this year will be to develop specific training for presidents and treasurers. We'd like to include training on things that students often have trouble with and are important useful skills, some things we will definitely be including is how to chair/lead a committee, how to change bank signatories, how to write a budget and how to write risk assessments.

	<p>Myself and VP Sports have been discussing what training other Unions offer their committees and have spoken to sabbs at other Unions and have been compiling some of their resources to help put this together.</p> <p>We are now coming together with our External Engagement Coordinator to start putting together resources and invite external speakers in. We are looking for the training to take place at the start of the next academic year and we're currently meeting with our learning and development team to finalise plans.</p>
	<p>Progress stage:  <i>Not yet started - Consultation - <b>Planning/Next steps</b> - On track - Completed</i></p>
<b>Additional work</b>	<p>I have been working along with our democracy coordinator to sort through our affiliation applications. We had 22 applications and have now affiliated 11 societies. I have now worked to update the process so that it takes place in the summer term so that societies do not miss out on funding rounds and bunfight and have updated the guidance so that it is a lot clearer for new groups to apply, I will also be looking at what we ask in the application form.</p>
<b>Comments/AOB</b>	

*Pictures/links to blog posts relating to the work in this section:*

Grant Feedback -

<https://docs.google.com/spreadsheets/d/1egvEHv5uutKvs07IbGbWZh9HzBmQAMQGcEWwQZ42Jx4/edit?usp=sharing>

<b>Area of work: Improving student experience</b>	
<b>Sabbatical Plan Goals</b>	<p><b><i>Make use of professional venues on campus:</i></b></p> <ul style="list-style-type: none"> <li>- <i>Look at how we can best support societies using PA Nuffield slot and look at alternative funding/sponsorship</i></li> <li>- <i>Strengthen relationship with Arts at Southampton and represent the student voice in their plans</i></li> <li>- <i>Better promote and try to increase opportunities for student offers for free or reduced-price shows/concerts and opportunities to get involved with Arts</i></li> </ul> <p>Having been involved myself in the Arts previously I have been able to make very strong links with Arts at Southampton, particularly the associate director of Arts and Culture. I am currently in discussions about the future use of the Nuffield by societies and also about other places societies can be involved in and use such as the John Hansard Gallery. With Louise I put together a survey about students and their involvement in the arts. We had over 100 responses and we will use this information to show that students from all faculties are benefited by the arts and push for more recognition about this from the faculties/University.</p>

<p>Following the success of the PA/Media Networking event at Turner Sims last term, I am now planning for this to happen again in the summer term once the new committees have been elected so that they are more aware of what is available and who to speak to with plenty of time to plan for the year ahead.</p> <p>The Nuffield redevelopment is moving slowly but I am working on guaranteeing society performance space and will be working with the Associate Director of Arts to solidify a timeline for the next year and make sure that students are a priority.</p> <p>I am currently looking into alternative funding pots for societies to use - one of the theatrical societies has been selected to perform at the National Student Drama Festival so I have been looking into funding specifically for this and after speaking with the Alumni Office and I have found more information about the 'Forsey Fund' and am hoping to make this more accessible to groups as it is a really great alternative for funding of up to £1000 to be used to enhance social and cultural life.</p>
<p>Progress stage:  <i>Not yet started - Consultation - <b>Planning/Next steps</b> - On track - Completed</i></p>
<p><b>Looking at volunteering recognition and employability acknowledgement for societies and clubs:</b></p> <ul style="list-style-type: none"> <li>- <i>Work with VP EdDem and external engagement coordinator to create more tailored LinkedIn labs with a particular focus on committee members being able to present their skills</i></li> <li>- <i>Look at how we can best recognise volunteers, including making people aware they're SUSU volunteers</i></li> <li>- <i>Look at alternatives to EVAs which will have more engagement</i></li> <li>- <i>Be more involved in separate society recognition (PA Ball, Media ball etc.)</i></li> </ul> <p>The main idea of this goal is that I want all committee members (and course reps etc) to realise they are SUSU volunteers and to also help committee members people to talk about in an interview/on a CV the skills they have learnt from their role. As part of Student Volunteering Week we had a number of things aimed to work on this. This included putting posters up around the Concourse about some of our volunteers, and a LinkedIn lab specifically aimed at SUSU volunteers.</p> <p>Last year discount cards were given out slightly inconsistently so Olivia and I thought that using them this year to reward student volunteers and make them more aware of their place in SUSU would be ideal and this has now been implemented. Following on from this it was suggested that all volunteers should be recognised, so to try and incorporate this, we have now added the discount cards as a reward for anyone who has completed on ebadge on Strive for volunteering.</p>

	<p>We have found that the EVAs (excellence in volunteering) have been as highly engaged as they could be and majority of the problem of this has been the lack of acknowledgement of what being a SUSU volunteer is, so whilst making this clearer in communication myself and our Activities Coordinator (external Engagement) have conducted consultation and are now in the latter planning stages of the new “Society and Volunteering awards”. Our goal is that societies should feel recognised for their contribution to the student experience and we have adapted the awards so they are no longer ‘zone focused’ but instead reflect effort and impact.</p>
	<p>Progress stage:  <i>Not yet started - Consultation - Planning/Next steps - <b>On track</b> - Completed</i></p>
<b>Additional work</b>	<p>I have two YMCs that were handed on to me from the last VP DCI that are both asking for a lift to be installed in the Annex. After several months of discussion this has now been approved and is looking to go ahead during the summer. I have been in regular contact and I met with one of the project leads and the stage soc president to go round the Annex to discuss how the lift placement will work. I am now looking for alternative storage for StageSoc so that this will have minimal impact on them.</p>
<b>Comments/AOB</b>	

*Pictures/links to blog posts relating to the work in this section:*

*Arts survey results -*

*[https://docs.google.com/spreadsheets/d/1kjNBzP5xbiGUfU\\_TOID3o0WPSOJhvynmYPIR5BjmXRA/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1kjNBzP5xbiGUfU_TOID3o0WPSOJhvynmYPIR5BjmXRA/edit?usp=sharing)*

<b>Conclusion/AOB</b>	
<p>This term has been very busy. Taking on several events during Refreshers’ was really successful and has opened up a lot of opportunity for expanding these throughout the year. I think the relationship between societies and the Union really benefits from the consistency of this new role and I hope to continue to strengthen this relationship and really help improve the infrastructure to help societies and committees to get the best out of SUSU.</p>	

<b>You Make Change Update (submissions since the start of term)</b>						
<b>Stats</b>	Number received	13	Number Open	3(4 legacy)	Number Completed	10
<b>Timeline</b>	No reply: past 10 days	0	No update: past 15 days	0	Past 25 days open	2 (2 legacy)
<b>Summary of submission/Link</b>		<b>Key actions taken</b>			<b>Relation to role/remit</b>	
<a href="#">Extend student discount cards to other volunteers (0) [ + / - ] [0 comment(s)]</a>		<b>Now offering discount cards to those with a volunteering ebadge on Strive</b>			<b>Volunteering</b>	

<a href="#">Establishing a Society within SUSU</a>	<b>Thorough answer given – have full explanation and dates, just waiting for it to be added to the website</b>	<b>Societies</b>
<a href="#">Re-install a lift in the Annex building (0) [ + / - ] [0 comment(s)]</a> <a href="#">Add a lift to the Annex (0) [ + / - ] [0 comment(s)]</a> (Both have been left open)	<b>Lobbied University estates and facilities. Funding has now been secured for a lift in the Annex, expecting it to be built over summer.</b>	<b>Performing Arts</b>