



## Fiona Sunderland

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### 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

Due to the current circumstances it has not been possible to make any progress since the list report and any actions to audit equipment or convert space have been put on hold. I am currently working to ensure this task is handed over to my successor and will be discussing with facilities to see how soon this can be completed.

(Previous update included for reference)

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

	<p><b>Provide more support for WSA students' involvement in activities:</b></p> <ul style="list-style-type: none"> <li>- Developing a programme of Union activities (Societies and media specifically)</li> <li>- Greater push on Society engagement in WSA Fresher's Fair and throughout year</li> </ul> <p>Due to the current circumstances and absence of any campus or in person activity there has been no progress in this area. Once more confirmation is given regarding on-campus activity particularly regarding PGT this will be further looked into.</p>
	<p>Progress stage:  <i>Not yet started - Consultation - Planning/Next steps - On track - Completed</i></p>
<b>Additional work</b>	<p><i>Repeated from last report - 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.</i></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>	
<p><b>Sabbatical Plan</b> <b>Goals</b></p>	<p><b>Increase support and communication to societies:</b></p> <ul style="list-style-type: none"> <li>- Clearer communication about staff available to support Club &amp; Societies</li> <li>- Make easily accessible list of staff, their details and who is responsible for what</li> <li>- Developing the Union's approach to feedback and contact with Societies</li> <li>- Looking into having regular (termly) meetings with society presidents so societies have opportunity to feedback and discuss and hear from other societies</li> </ul> <p>During this current situation there have been a lot of unknowns, I have been in regular contact with societies (and clubs) wherever possible. This month we were able to hold an online incoming presidents' 'induction' which included a presentation and then smaller breakout groups each with a member of staff to discuss matters further. This was very well received and we will be making sure all resources will be made available as well as compiling FAQs. We are now looking into doing this ~termly as it is a really great tool for making sure</p>

everyone is informed and gathering feedback and we will also be looking to give regular opportunities to have staff 'drop in' sessions. I spent considerable time organising this and I am now going to be reaching out to all the groups that did not engage to make sure that they are aware of the situation.

Along with the other sabbs we have put together an online community Facebook group – we have been using this to stay engaged with students throughout lockdown and have used it as an opportunity to showcase societies. I have been in contact with a number of societies particularly for transition week and we have been able to put an increase focus on society activity on our social media.

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 was virtually complete but unfortunately due to the current situation the new grant system will be put on hold as we are unable to award grants at the moment.

However, we have still implemented the 'financial review' documentation that will allow a better overview of finances and will provide a better baseline for the future when we are able to implement the grant system. The idea is that in future we will have a look at finances as a whole rather than individual items – we also want to focus on impact on making sure that SUSU grants are being used effectively and to reduce financial barriers to activities.

This term we also opened a 'Tours and Trips Support Fund' to help support groups who have been financially implicated through cancelled tours. Our focus was to make sure no individual students were facing any financial hardship because of this and then secondly that groups would not be damaged in the long run. Working with our director of Activities we have worked to support and advise groups with this and we are pleased to have been able to allocate around £17k in grants.

	<p>Progress stage:  <i>Not yet started - Consultation - Planning/Next steps - On track - Completed</i></p> <p><b><i>Introduce online training and resources for committee members:</i></b>  <i>- Create more online resources for committees</i>  <i>- Develop 'mandatory' online training for specific roles to replace zone meetings</i>  <i>- Role specific training as well as optional training with transferable skills</i></p> <p>With the options for online training significantly reduced, I have been working with the Activities Coordinators to ensure online info such as the how to's are up to date and cover all the necessary topics in enough depth.</p> <p>I have 'designed' a more succinct layout for the opportunities page of the website that will allow committees and members to more easily find what they need, and I am hoping the web team will be able to implement this by the end of my term. The hope is to also include more general resources to aid committees.</p> <p>We are currently looking at how we can best utilise our online training platform eLevate and working with Olivia and other staff we are updating the health and safety training as a priority.</p> <p>With the predominantly online activity at the moment we are looking to adjust our training priorities – we are working with different teams with in SUSU to help with current issues, particularly marketing and the team has already put together a tutorial on making online content.</p> <p>Progress stage:  <i>Not yet started - Consultation - <b>Planning/Next steps</b> - On track - Completed</i></p>
<p><b>Additional work</b></p>	<p>As the affiliation window has now moved to the summer term I am currently finalising decisions and reaching out to relevant existing societies. This round we had 11 applications which was really good to see given the current situation.</p> <p>Having asked for a new system for approving/rejecting documents such as risk assessments I have been working with the activities team to ensure these are regularly being monitored and support and guidance is being given. We are now looking to have a much more consistent approach to health and safety and supporting our groups with it.</p> <p>With the difficulty engaging members in this time I have been working to support societies who have not been able to fill essential roles to support them. I've also been regularly monitoring updates and have been in touch with societies missing committees to ensure that incoming committee are not being affected delayed AGMs.</p>
<p><b>Comments/AOB</b></p>	

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

Grant Feedback -

<https://docs.google.com/spreadsheets/d/1egvEHv5uutKvs07lbGbWZh9HzBmQAMQGcEWwQZ42Jx4/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>Obviously, this again is something that has suffered a setback from lockdown. However, there still has been ongoing work around Arts at the University in the long run during this time.</p> <p>Emily and I have been in discussion with the Art and Culture team at the University about relevant input into the heart of campus building plans. We are advocating for more student input and priority for useable performance space rather than 'flexible' lecture space.</p> <p>Following the PA and Turner Sims networking event at the start of the academic year we were keen to do this again. Whilst it will not be possible as before we are working with Turner Sims to see how students can be engaged online and will be working to still hold some networking sessions.</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>This term has meant that a lot of our regular award ceremonies could not go ahead as normal however we have worked hard to ensure that volunteers were being recognised.</p> <p>As mentioned previously 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) conducted consultation (pre-lockdown) and planned the new “Society and Volunteering awards”.</p> <p>This was of course not able to go ahead the planned format but we were still able to have it take place online. I hosted this live and we had over 100 live viewers. They were positively received and got more engagement from those we would not have typically seen at the EVA’s.</p> <p>Additionally I heavily involved in the AU awards in Olivia’s place and we saw a similar level of success and engagement.</p> <p>Pre-lock down I had been involved in the planning and was (very-loosely) guiding the Media awards. The committee did a really great job of doing this online and I was involved in announcing the award for best department and judging some of the award categories.</p>
	<p>Progress stage:  <i>Not yet started - Consultation - Planning/Next steps - <b>On track</b> - Completed</i></p>
<b>Additional work</b>	
<b>Comments/AOB</b>	

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

<b>Conclusion/AOB</b>	
<p>Unfortunately, due to the current unprecedented situation, a lot of my work and plans has been put on hold. With students/societies no longer being physically present on campus no progress has been able to have been made in several areas. I have generally been picking up on a lot of staff work and have ensured to continue communication and support to societies. During Olivia’s leave period I also picked up on some areas of her role including general Club support and also some communication with S&amp;W. Mainly this term I have been working to ensure club and society ‘compliance’ with health and safety and financial guidance as well as working on our online offer for students for the foreseeable future. Organising content and reaching out to societies was something that I spent a lot of time on earlier this term and has been really successful in terms of keeping up communication and engagement.</p>	

<b>You Make Change Update (<i>submissions since the start of term</i>)</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>		Now offering discount cards to those with a volunteering ebadge on Strive			Volunteering	
<a href="#">Establishing a Society within SUSU</a>		Thorough answer given – have full explanation and dates, just waiting for it to be added to the website			Societies	
<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>		Lobbied University estates and facilities. Funding has now been secured for a lift in the Annex, expecting it to be built over summer.			Performing Arts	