

# Cranfield Students' Association (CSA)



## Annual General Meeting 2016

**Date:** Thursday 10<sup>th</sup> March 2016

**Time:** 13:00 – 14:00

**Location:** CSA, Cranfield University, Cranfield

**Present:** Chiara Palla (President & Trustee)  
Darshan Mehta (Vice President (Cranfield) & Trustee)  
Yash Bandari (International Officer)  
Carmine Basile (SOM Research Representative)  
Fabian Lensing (SATM Education Representative)  
Kal Ifegwu (SEEA Education Representative)

16 student members

Sue Richardson (CSA Co-ordinator)  
Martin Davey (CSA General Manager)

**Apologies:** Tom Teschner (SATM Research Representative)  
Giorgio Orsucci (Content Editor)  
Kelechi Anyaoha (Green & Residence Officer)  
Rohan Nair (Media Relations Officer)  
Siobhan Gardiner (SEEA Research Representative)

CP welcomed everyone to the meeting. The CSA Officer and Representatives introduced themselves.

### **Finance report**

MD presented a summary of the CSA financial report for the year 2014-15, as given in the audited accounts for the CSA.

The report was unanimously accepted following the question below.

## Questions on the Financial report

A student asked why there was a £25,000 difference in the 2015 expenses on student activities and membership services as compared to the 2014 figure.

MD explained that this was due to changes in the way the new auditors have accounted for items and in year- to-year variations.

## Approval of auditors

MD asked that the auditors, Wright Connections Ltd., (Priory Business Park, Stannard Way, Bedford, MK44 3RZ) be approved as auditors to the CSA for a further year.

This was agreed without further questions.

## CSA Executives Report presented by Chiara Palla

### CSA Objectives

1. Represent your rights as student
2. Support your life at Cranfield
3. Develop your potential

### CSA executive team

**Cranfield campus** officers are: President (Chiara), VP (Darshan), Research Reps (Carmine, Tom, Siobhan), International Officer (Yash), Green and Residences Officer (Kelechi), Media Officer (Rohan), Content Editor (Giorgio), Education Reps (Kal, Fabian, Janki)

**Shrivenham campus** has 4 officers: VP, Treasurer, Welfare Officer, Events Officer

### Representation

- **Meetings with Schools** in December. The main aim was to meet the students in their work environment. From each meeting a report was prepared and actions by officers followed and reported back to students (YOU ASKED WE DID IT). The main points raised included UNO Bus services, village footpath lighting, emergency procedures and registration.
- **Course Reps training** sessions: arranged in January (one at CDS; one at Cranfield) together with the PVC for Education, Lynette Ryals, CSA General Manager, Fran Radcliffe (Assistant Registrar). The purpose was to give an overview of the organisation of the University, the role of Course Reps and communication with staff and the CSA.

### Research community

- **New facility:** A new PhD student common room was opened on the ground floor of CSA in June 2015.
- **Academic:**
  - ✓ Help Research Committee in revising the "Senate Handbook on Managing Research Students" to standardise the viva process, supervision and PhD student intakes.
  - ✓ Creation of dedicated seminar series for students (Research Student Forums), post-doctoral researchers and external speakers for SEEA. In the DTC sub-committee working on creating research communities within each theme which are connected across the university and restructure the current DTC.
  - ✓ Big push to make sure that opportunities such as research prize competitions are communicated to researchers (internal and external competitions), and the benefits of membership to professional organisations are shared.
  - ✓ Actively work and continue to within Research committee, and related, to raise our (students) concerns and thoughts.
- **Events:** Spaghetti Research for opening of new PhD area, Pub dinner, Movie night, etc.  
Participating in the 70th year anniversary committee which organises a flight display (static aircrafts as well as flying ones) in September 2016

We very much hope that the research student culture will continue to improve on previous years, and look forward to taking the next steps in this process.

### Communication

- Social networks: actively improved and increased interaction on CSA facebook page, Facebook Groups (e.g.: Cranfield Researchers), Twitter
- Emails: focused communication/news, course reps
- Webpage

### Events and Activities

- Summer 2015: Cranfield Olympics, Cranstock with MBA and Musicians society, Clubs & Societies Awards
- Autumn 2015: Induction and welcome events and activities for new students (e.g.: Insta Mixer)
- Winter 2016: International Weekend on 12-13 February - Carnival party and Cultural Expo; Beer festival run in parallel. AGM on 10th March
- Student Led Teaching Awards (SLTA) - nominations in March 2016
- Trips: Successful trip to London (147 students) in Autumn 2015. Other trips organized: Cambridge, London Xmas time, Oxford, etc. This is a new initiative for the CSA, having taken it on from the University.

### Commercial services

- Shop
- Café had a successful year. In response to student requests, the menu range was further increased, in fact, in addition to the Afro-Caribbean food, Middle East food and Spanish paella are now available.
- Bar continues to act as the centre of social activities, being the focus for most entertainment events.

### Transport

- UNObus has implemented real-time monitoring of bus arrival/lateness via twitter.
- UNObus plan to install ticket machines on the buses to speed up boarding.

### Research Students

- The DTC Committee is currently rethinking the roles of DTC members and leads, including PhD students. It has been proposed that a PhD student will be nominated by the Committee and given a central role in liaising with students and the top management for the purposes of engaging students and gathering their needs for training and other activities of competence of the DTC committee

### **Questions to the Executive**

A student asked what does the CSA do in terms of surveys to gauge student opinion. CB replied that students don't really respond to surveys citing a recent survey for research students on a DTC event which only received 10 responses. It was suggested the Exec should use the Clubs and Societies more to disseminate information and that clubs and societies should be more closely linked and involved with the CSA Exec. This should also be 2 way as clubs and societies should get in touch if they want to propose a new initiative or feel there is something that would benefit students.

A student asked why can't the gym open earlier. CP replied that this issue was raised in the school/CSA outreach sessions and the question had been put to the Sports Department who said it was to do with costs and staff availability.

A student raised the issue of the launderettes closing at 11pm – can they be open all night. The Exec agreed to raise this question with Campus Services.

A student asked when there are course specific issues how to take these forward and who to inform.

KI explained that this depends on the communication and initiative of the education and course reps together with CSA president and officers' advice. CP informed that for next academic year the training for the course reps will be done earlier, in this way it will help addressing these matters.

A student asked why clubs and societies are charged for booking rooms in the university and that they aren't allowed to serve representative food at their exhibition. CB asked that they send a written example of the type of activity they are enquiring about with expected numbers of people etc, so that the Exec can use this as an example when talking to Campus Services.

A student asked why the CSA doesn't have a student to drive/encourage other students to use the bar/events citing their own experience of being a bar steward at Durham university. CP replied that no-one stood for the position of Events Planner on the CSA Exec at the elections in October. Another student asked how do students know that there is this vacancy and whether there should be a full time position as events officer. What are the Exec doing to find an Events Planner.

CB replied the Execs covered the Events Planner role organizing the different events together. CP said the vacancy can be seen looking at the positions taken on the website and on the CSA board and comparing with the positions opened at the last elections. If a student is interested can talk with the CSA execs about, however at this point, considering the timeframe, the position will be available for the next academic year.

#### SLTA – Student Led Teaching Awards

CP reminded everyone that the SLTA nominations are now open and that course representatives should highlight this to their course. The nomination forms are available in paper format to pick up at the CSA Office or students can download a copy from the intranet and send it to [csa@cranfield.ac.uk](mailto:csa@cranfield.ac.uk). Nominations close on 24<sup>th</sup> March.

CP thanked everyone for attending and closed the meeting at 14.00.