



University of Melbourne Student Union
Meeting of the Students’ Council
Student Office Bearer Reports
11:00AM, Monday, the 13th of May 2019
Meeting 11(19)
Location: Jim Potter Room, Old Physics

Student Office Bearer Reports		x/9
President	Submitted	7/10
General Secretary	Submitted	7/10
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Education (Academic Affairs)	Submitted	8/10
Education (Public Affairs)	Submitted	8/10
	Not submitted	
Environment	Not submitted	7/10
Indigenous	Submitted	4/7
Media	Submitted late	8/10
People of Colour	Submitted	8/10
Queer	Not submitted	6/9
Welfare	Submitted	7/10
Women’s	Submitted	8/10
Burnley	Submitted	3/10
Southbank	Not Submitted	4/10

All Office Bearer Reports are presented as they were received, with only formatting changes.

Late reports are not considered valid.

**President
Molly Willmott**

Hi council, I have little worth reporting back on this week. I have been doing a lot of reading in the past week or so of big reports on student success and graduate outcomes following my meeting with Student Success (which I will touch on this report). I have been also reading through the amended constitution and doing another read through our policies as a part of the renew process. Here are my reportable things.

Unfortunately, my lifestyle of not sleeping and only consuming diet coke left me very sick last week and I had to take Monday, Wednesday, and Thursday at home bc my brain was exploding and I was quite ill. I caught up on all my emails and reading however, but I was not at 100% all week. The only thing I missed was a meeting about precinct, which I have been talking to the architects about and am covered with what happened and expressed my thoughts on kitchens.

Key Actions

Meeting with Student Services

As per my previous report, Dom and I met with Tim from uni series around graduate outcomes and general student success. We had a chat about MSEEP, and we shared our thoughts on how to improve the student experience.

Following that, we received a tour of the work they have been doing with students about student services and where they have been let down. We went up to a room in 757 with about 1000 post-its of the experience’s students have had with things like CAPS, SEDS, Careers, Aca Services, and stop 1. This was incredibly enlightening to where the pressure points in student services are.

The team is finishing up the data gathering stage of the exercise, and we are both very excited to work with them as they begin work on fixing the issues in student services.

NUS

Election Event

Last Thursday I attended the NUS event surrounding the fed election (not in my capacity as president). It was overall a good event. What I wanted to report back on is I had a conversation with the NTEU Vic Branch President around governance and work Casualisation. He shared with me some plans he has in tackling issues that have arisen due to this, and I am hoping to set up a meeting with him to suss out how we can help

EdCon

EdCon will be at UTS the first week of July. I will be attending and running workshops, probably around how the national union can do (a lot) better with environmental action and how we can start the next great student campaign, fighting catastrophic climate change.

Student Voice Summit

As per the recommendation in my office bearer report, I am looking to attend a one day summit in Sydney of the student voice program. The following shottys are from the pilot description and plan of the program;

1. Introduction

The Student Voice Australia pilot is a collaboration between ten tertiary education institutions to build and implement national practices to facilitate authentic student engagement through partnership in institutional decision making and governance. The 12 month pilot is jointly funded through an agreement between:

2. Aims

- To strengthen institutional commitment to authentic student involvement in decision making and governance and develop a shared understanding of student partnership principles and good practice across a diversity of tertiary education settings.
- To enhance student capacity to engage in governance and decision making structures, quality assurance and partnership at all levels of the tertiary education system.
- To support institutions in developing processes, structures and activities which facilitate authentic student engagement with a diverse student body and strengthen the value of having a strong and informed student voice across all areas of the institution.
- To provide a mechanism for networking and sharing knowledge, practice and experience of authentic student engagement, between Australian tertiary institutions and with comparative sectors abroad.

The University of Melbourne is not a partner to this program. However, student partnerships and codesign is something that has become more regular across our institution. I think it’s a good thing, but I have concerns about the Student Voice program and am interested in how it could affect university relationships with students unions. This is the biggest piece of cross-institutional work that is happening around this issue, and I think it’s important that we have a say in it, and are able to express concerns in partnerships that are not purely union and university, as I believe this has the potential to undermine student unionism.

Anywho, It is **recommended that Council pass \$600 from WOU to cover registration (around \$85) and return flights.** I will be able to find my own accommodation bc I grew up in Sydney lmao.

NTEU Sit in

Due to illness, I was not able to attend the sit in. I’m pretty disappointed to hear that not many UMSU people attended – staff working conditions are student learning conditions. But it’s fine I get people have things on. Regardless, I have been talking to the rep for casualised staff from the NTEU for the past couple of days, and have tried to show my support from home in releasing their open letter and getting that through the EDM.

There will be more actions in the future that we should all attend and endorse as a council.

Actions by next report

AOSN and UATSIS affiliation – ONGOING, top priority this week and will fully admit that I've put this on the backburner for too long

Potentially go to student life conference – SEE RECOMMENDATIONS

Student life and engagement strategies – exciting things this way comes – watch this space!

<p>General Secretary Reece Moir</p>

Key Activities

Operations Sub-committee

There has been 1 operations sub-committee since the last one reported. But! Nominations are still open! I've received one (1) nomination, would be great to receive one (1) more! At this meeting, money was passed from the Media department budget to cover numerous things from Radio Fodder to binding copies of 2018 Farrago. These can be found in the recommendations circulated at last Council, with the exclusion of the Edition 4 launch party.

Other commitments

I have been occupied with other functions of the secretariat that I cannot report on publicly or in private, unfortunately. This has been in relation to a dispute and the grievance tribunal.

Meetings

There have been no meetings with the university since the last report.

Progress on Assigned Actions since last report

1. Start on the updating Student Media Policy (in conjunction with Media OBs – to decide whether we need a working group etc.)
This has been circulated to the Media OBs, more info to come!
2. Look into how to update the financial regulations, and to what. Seek advice from CEO.
I would prefer to verbally report on this, but basically this wasn't a real issues, but was just sure to check all my bases.

Action Points to be completed by next report

1. BE DONE WITH THE FEDERAL ELECTION

Activities
Olivia Panjkov & Liam O’Brien

Change of Management Plan Review

The department has finally had a chance to reflect on the impact from the change of management plan implemented last year. We were promised there would be no increase in workload for the department. There have been multiple times we have had to organise piles of invoices, something the department hasn’t had to deal with in the past. These invoices include BBQ foods, AV payments for our Tuesday BBQs and riders for the artists. This change of management plan was passed in council last year and has seen the both of us in the office at a minimum of 4 days of the week. It’s taking away our ability to implement what we set out to do at the start of the year. The Activities department at the end of last year pushed for the appointment of a staff member dedicated towards our department. While the events team has helped us tremendously, it is not fair for our department to ask that they solely work for us, which would take away the resources that other departments have access to. Therefore, we still recommend that the Activities department is appointed their own staff member.

Key Activities

RVG

The band was awesome and drew a great crowd. There were some unforeseeable issues in the BBQ element of the event. The department will need to follow up on these to ensure that they don’t happen again.

Comedy Competition

Comedy competition filled up the main bar. The student acts were impressive, and Aaron Chen worked well with the crowd. The department dry hired the AV equipment and that worked out because the OB’s could make AV adjustments as required.

Trivia Planning

We have almost everything locked in for next week’s trivia.

Progress on assigned actions from last report

Action Point 1

See Comedy Competition and Trivia above

Action Point 2

Bands and coming along well, we are half-way through. There are still a few discussions with band managers. Expected to have locked in semester 2 within the next month.

Clubs & Societies
Jordan Tochner & Christopher Melenhorst

Key Activities from Chris

Time off

Mid sem break! I came in for 4 hours on Wednesday to write the Lawyers without borders’ constitution with them and fix some errors, took a couple of hours but we got there in the End.

Emails

With Fiona gona emails have been the core component of our job, with an average of about 30 a day.

Meetings

I’ve had meetings with several clubs regarding the drafting of constitutions. Sometimes this is very easy and sometimes it is a long and complex process that has taken weeks.

Mediation

I spent a few days preparing for and then a day attending mediation, missing classes in the process. It was a long process and took some time out of my week.

Key Activities from Jordan

Committee and Minutes

Our committee meeting was under the 2 hour mark the other day so we are very shocked and proud, especially considering I was chairing and Fiona was away. It made minute writing significantly easier (although they are always painful). Biggest decisions made were for asset checking where we had a pretty terrible number of clubs not presenting their assets

IGMs

Trawling through the emails and attempting to schedule 22 IGMs without Fiona to tell me wtf I’m doing or why has not been super fun but we’re getting there. The new clubs are keen and it is nice getting their cute little emails where they’re all grateful and excited.

Welfare training and advisors

The training continues to run despite its best efforts. I am currently working on rewriting the regulation amendment which will up the welfare requirements for clubs but it is a fair ways away before we get it to a point where it is coming to council

C&S Regulations Revamp

The welfare amendment will be done within a long overdue revamping of our regulations. There are a lot of problems in it that need to be sorted out and so we’re hoping this year to at least get

started in doing that. Specifically, Code of Conduct and AGM procedure are the sections which have stood out as problematic and give me a bad feeling about what the rest of the regulations look like once we actually start looking at them

Affirmative Action in Clubs

We have 178 responses!!!! This is VERY exciting and means we definitely have enough data for it to be representative and start looking at next steps. I have to give props to Chris for making me include the question ‘Has your club made any specific efforts to improve diversity within your club and if so, how did they work?’ because reading a big long list of all the cool shit clubs are doing to improve diversity made me emotional and clubs are the BEST

Clubs Awards Night

Venue is giving us an absolute headache but it has given Chris and I some lovely bonding time walking around uni looking at all the spaces the uni keep under lock and key (the new University Hall is beautiful and only able to be booked by the Vice Chancellor *scream*)

Creative Arts
Eloise Hamill & Lucy Holz

Key Activities

Mudfest

We are continuing to meet regularly with the Festival Team, both individually and in whole team meetings. We are receiving lots of applicants through the Mudfest gmail, which are being fielded by the Creative Producers. We have begun receiving signed contracts from our Festival Team, and now officially have them on board.

We held an artist information session last Friday the 3rd of May, which had good attendance from both the Festival Team and interested artists. The event included information from Artistic Directors, Creative Producers, the Access Manager and Sustainability Manager, and a captioned video recording was put up on Facebook.

We are about to have our first of two wellbeing sessions on Friday, which will ensure continued good communication and general health of the Festival Team going forward. This session will be run by professional facilitators as part of an Arts Centre Melbourne initiative, the Arts Wellbeing Collective.

Artist applications are now closed! We will now begin selecting works in collaboration with the Creative Producers.

The Mudfest website is coming along beautifully, we are still waiting on payment from finance to get it up and open to the public. It has been created in collaboration with our Access Manager and is both flash and use friendly.

GPG Meeting

Ellie had the mother of all meetings on Tuesday the 6th of May with the GPG gallery to select artists for their semester 2 program. It has given her further insight into the practises of selecting artists and will assist us when it comes to programming Mudfest.

Progress on assigned actions from last report

1. Close Artist Applications on Monday the 13th of May and begin programming the festival

This will have only just happened a few hours before council, but all is moving along as planned.

2. Hold the Arts Wellbeing Collective Festival Team Workshop on Friday 10th May

This has not yet happened at the time of writing this report but is scheduled in for tomorrow.

3. Confirm the mentors for Moving Image Creative Producer and Sustainability Manager mentor

We are nearly there! The Moving Image Creative Producer Mentor is nearly confirmed, but we are still on the hunt for a Sustainability Manager Mentor.

Action Points to be completed by next report

1. Begin programming the festival, meet with relevant parties and discuss applications
2. Collaborate with the Mudfest Production Team to discuss potential venues for proposed works, begin booking any that we do not already have booked
3. Prepare all required information for our Artist Induction Session on the 24th of May

NO NEW BUDGET EXPENDITURE

Disabilities Lucy Birch
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Key Activities

Key Activity 1

Regular events, Beer and Boardgames, Disability and Mental Wellness Collective, Mindfulness Workshop and Anxiety Support Group have all been running smoothly with strong attendance, with the exception of Anxiety Support Group and now Mindfulness which has struggled to maintain consistent attendance numbers. Disability collective continues to grow in attendance. All events are currently running within budget. We’re just about to release all out new advertising for the imprint which we have been organising over the past few weeks.

Key Activity 2

Furnishing the disability space. We are looking to solicit a response about projector installation from the university who have not gotten back to us, as of the 9th of February.

Progress on assigned actions from last report

Last Action Point 1

Awaiting communications sources

Last Action Point 2

Pending the appointment of volunteers, we have had some interest and this needs to be finalised. Flyering lectures has taken place.

Action Points to be completed by next report

Action Point 1

Completion of imprint advertising

Action Point 2

Catering roster

<p>Education (Academic Affairs) Elizabeth Tembo & Dominic Ilagan</p>
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Key Activities

1. Regular Meetings

No Regular Meetings were held in this period.

2. OTHER MEETINGS

- **ED AC X UMSU President with Tim Brabazon, Director of Student Success**

Dom and Molly had a very productive and mutually understanding meeting with the Director of Student Success in Academic Services regarding Student Employability Outcomes for Unimelb Undergrads. Tim showed us the work they’d been doing with focus groups discussions-based research with students, academics, and industry representatives trying to suss out what points the University and Students need to focus on and develop in their time at uni. We have been invited to further events in the coming weeks to give and glean insights and envision the UMSU response to be running a campaign/ongoing drive to get students accessing the services for employability offered by Stop1. This will be sussed out in a few weeks when we’ve run the plan with Academic Services. Academic Services have also supplied us their response to Chancellery’s Green Paper. Some interesting insights. Drop Ed Ac a line if you would like a copy of this response.

- **Meeting with Professor Gregor Kennedy (Vice Chancellor Teaching and Learning):**

In the week between last council and the time of writing this report, I met with Prof. Gregor Kennedy to discuss the student representation and discourse being held while FlexAp is implemented, and to discuss how our push for automatic Class Recordings in MLS will progress now that it's been taken to the Provost.

Gregor assured me that throughout the process of the curriculum and delivery changes there will be focus groups where students provide feedback as to how they perceive these changes

have impacted their learning. He also offered to attend our informal meeting of Elected Reps (held with other members of chancellery, UMSU Pres, Ed Ac, GSA pres, and secretary) to brief us on how it's progressing.

He further clarified that the FlexAp working group is simply there to facilitate the approval of these subject changes between the meetings of APC and will allow the provost to function the way the current chair of APC (Prof. Andrew Melatos) functions in providing urgent approval between meetings, therefore expediting the approval process. I therefore saw no need to push for a student rep on this committee as the changes approved here along with most of the changes to other subjects will nonetheless be brought through APC where there're four student reps. The working group has only been constituted for 18months with the hope that these changes will be implemented in the second half of 2020.

Gregor sits on APC as the representative of chancellery. Since these changes can only be pursued through the Provost, he took on the responsibility of bringing the matter back to the Provost, Prof. Mark Considine. Gregor will prepare a brief and present both the UMSU and MLS papers first to an informal chancellery teaching and learning meeting and later on he'll present them to Mark. It would then be up to Mark to decide.

There was no room for us to present our case directly to the group or Mark. While being shut out of the process is unnerving to say the least, for now all education can do is wait to see what results from this.

3. OTHER

- **ED AC takes in the UMSU response to Chancellery Green Paper**

Ed Ac has sent UMSU Executive our thoughts on the UMSU response to the Green paper.

- **NTEU Action on May 8**

Fantastic turn-out at the NTEU Speak-out for casual staff at Unimelb. Shout out to Sarah for organising the tables and chairs!

- **OB LYF**

Did we just get provisionally elected unopposed at the most recent UMSU by-election called?? Been doing a lot of work outside the office campaigning for student issues in the Federal election upcoming (REMEMBER TO VOTE AND TO VOTE FOR STUDENTS AND OUR ISSUES).

- **EdCon Grants:**

We opened the grants last Friday. Though we're waiting to hear back from Comms about helping us advertise the grants, by the time of the next meeting of students' council we should have at least advertised them on our fb and Instagram pages and through our email. We will move the closing date of grants to the end of semester to ensure students have as much time as possible to see the ads, find out more about EdCon and apply.

Progress on assigned actions from last report

- **Design Student Software Survey**

Finalise and roll out survey.

Action Points to be completed by next report

- **Meet with Tim Brabazon and Academic Services PART 2**
- **Submit brief of Student Employability Campaign / Drive to Comms**
- **Throw out the anti-student mob out of Canberra**

**Education (Public Affairs)
Charli Fouhy & Cameron Doig**

No report submitted by Cam Doig

Report from Charli Fouhy

Key Activities

Charli’s illness

Charli has been sick as a dog lately, it continues to go undiagnosed, she’ll keep council up to date if it progresses.

NTEU

The NTEU ran an action yesterday (Wed 8/5) in Raymond Priestley. We had a good turn out from UMSU/students in general, not particularly through advertising of the event because on direction from the NTEU, they weren’t exactly sure how the event would run. This lead to UMSU students not being particularly organised, with multiple students telling me they didn’t see much of a student turn out (obviously the fact that multiple of them told me this gave me the impression the multiple groups weren’t in contact with each other).

10 days until the election

There’ll be a BBQ next week to encourage people to think about what they’re voting on/remembering to vote.

Progress on assigned actions from last report

Action Points to be completed by next report

Pick up my insta game

Figure out with comms how the Free Education campaign is tracking

Send out a student wide email

**Environment
Will Ross**

No report submitted.

**Indigenous
Marley Holloway-Clarke & Jordan Holloway-Clarke**

No report submitted.

Media
Stephanie Zhang, Katie Doherty, Carolyn Huane, Ruby Perryman

Submitted late.

People of Colour
Farah Khairat & Mark Yin

Key Activities

Stress Less Week Planning

We’re currently planning our events for Stress Less Week, which will include a cross-cultural club collaboration as well as an extended collective with skincare. We’ve spoken to 6 clubs about the collab (a series of food/drink stalls in North Court) and they are on board. The clubs are as follows: Mexican Club (hot chocolate), Let’s Talk (tea, prawn crackers, lollies), Vietnamese Students’ Association (TBC), Bollywood Club (patties and gulab jamuns), and the Australian South Asian Healthcare Society (pani puri), Middle Eastern Students Society (Lebanese sweets from Balha’s). We’ll also be making a PoC playlist.

Anti-Racism Workshops

We’re continuing with our Anti-Racism Workshops until the end of week 9! A few changes have happened meaning certain workshops had to be cancelled or moved around, but we’re happy with how these have gone this semester and hope to bring them back next semester as well.

Myriad

We’ve just closed our editor applications and are currently interviewing candidates. We’ve also opened subeditor applications for a fortnight or so, and hope to have a team locked in by the end of semester.

UMSU International exam pack giveaway

We’ve been contacted to assist with their exam pack giveaways, and we’ll probably run off a few hundred extra bookmarks (we ran out of those quite quickly over the SummerFest period so it’d be nice to have a few more anyway?). This has been put onto Basecamp.

Progress on assigned actions from last report

***Myriad* Sub-Editor Call-Outs**

Done!

Stress Less Week

See above

Action Points to be completed by next report

Interview prospective *Myriad* editors

They’re scheduled over the next week or so.

Stress Less Week

Run our events I guess? And give more hugs to Ashwin and Natasha.

Budget Expenditure

Meeting Number	Meeting Date	Item Description	Amount Passed	Budget Line	Comment
2(19)	24/01/2019	Collective catering	\$7,200	Collectives	Spent \$313 since last council; cumulatively \$2,701.10
3(19)	18/02/2019	QPOC catering	\$1,200	Collectives	Spent \$102 since last council; cumulatively \$784
5(19)	05/04/2019	Anti-Racism Workshop catering	\$850	Special Events	Spent \$65.85 since last council

Queer
Andie Moore & Raph Canty

No report submitted.

Welfare
Ashwin Chhaperia & Natasha Guglielmino

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Key Activities

Regular Events

All happening and running smoothly so far. Breakfast continues to have high attendance while yoga and meditation continue to average 30 and 15 students/week respectively. Both classes have higher attendance than in previous years, so the promo is going well.

Welfare Collective runs fortnightly and gets around 45-50 people who really appreciate the friendly conversation, banter and free food.

Welfare on Wheels (WoW)

We've been giving out lots and lots of fresh fruit, muesli bars and Up & Go in libraries since Week 7 and students are loving it – we use up all the snacks each time very quickly. We'll continue until Week 11 so check our socials to see when you can get a healthy snack 😊

Stress Less Week (SLW)

This is next week!!! We've pretty much confirmed all our events so check our socials for updates in the coming days.

Safer Partying Initiative

We're currently planning to have another session by the end of semester and order more pill testing kits if needed.

Miscellaneous

It's only been like one week since our last report, and we don't have anything exciting or new to report. But we're glad to report that the Earth has rotated on its axis 7 times and has given us equal days and nights. Good job, keep spinning!

Progress on assigned actions from last report

Stress Less Week

Happening next week

Action Points to be completed by next report

Stress Less Week

Actually do Stress Less Week.

Budget Expenditure

The Woolies website was unresponsive and there was no way for us to check our invoices. Expenditures coming up in next report

Women's

Aria Sunga & Hannah Buchan

Key Activities

Self-care with the Women's Department

This event was a success! We hung out in the Women's Room on and off throughout the day, and heaps of students came in and hung out too. Face masks and snacks went by super fast! Lots of students came and played different board games, and we thank the Disabilities department for letting us use their games. It was a really fun time and gave us a chance to just hang out with people. We might look at getting some games for the women's room, permanently. Aria smashed Hannah at jenga. Hannah obliterated Aria at monopoly.

Interview Judy's Punch editors

We've interviewed all but one applicant, and the editorial team will be announced hopefully by COB on Friday the 10th of May! The interviews have been held in the Women's office over the past few days and it has been really cool to see so much creative interest for our lil mag. Applications for sub-editors will be opening soon as well, hopefully by mid-late week 10, after we've met with the editorial team.

Progress on assigned actions from last report

Purchase more supplies for the women's room.

This is in the works, just waiting for confirmation as to using the UMSU credit card to pay for it.

Finalise editorial team for Judy's Punch.

So so close!

Organise a Judy's Punch Collective before the semester ends.

Judy's Punch Collectives are tentatively booked for 4-5pm Thursdays Week 10, 11 & 12 in the Arts Lab. This might change after meeting with the editorial team! Creative women we're coming for you!

Action Points to be completed by next report

Open up NOWSA grant applications

NOWSA is the Network of Women Students Australia, an annual conference that we will be attending. Registration hasn't opened yet, but we want to get students lined up for grants here so we're ready to go.

Request a new Women's banner

The current banner has the old design of the Women's department, and is due for an update.

Figure out if Aria's desktop can be replaced

It's so, *so* slow. It wasn't replaced in 2016 when Hannah's was.

Get Stuart Little a convertible like he drives in the movie

There's an UMSU mouse called Stuart Little. He likes to sit in the office and runs away when we spot him. We'd like to offer him a convertible to make it easier to jet around the office.

Budget Expenditure

Meeting Number	Meeting Date	Item Description	Amount Passed	Budget Line	Comment
2	31/1/19	Week 9 Collectives - sushi platter	\$4800	Collectives	Spent \$100 on the whole week.

**Burnley
James Barclay**

Key Activities

Student Groceries

The student’s kitchen at Burnley receives weekly groceries to ensure no student is without lunch. Consumption rates indicate one of two things; 1) orders need to be increased or 2) students are taking foods home with them. Whilst the BSA understands that this food does not necessarily need to be consumed on campus, the idea of inequitable practice is troubling.

Self Defence Classes

Students are participating in weekly self defence classes in the Burnley gardens with fluctuating attendance. Whilst some have gone away with important skills, it is unlikely this class will continue into second semester.

Channel SSEN

Channel SSEN productions have finalised successful shoots of DIY projects across students homes. We believe it is important to highlight and share skill learnings. Multiple interviews with industry players are being finalised and ChSSEN students are beginning a new project of documenting Victoria’s national parks.

Workshops

Wormlovers will be running workshops on campus on the 19th May. A mushroom cultivation course is being organised for semester two.

Burnley Ski Trip

After the major success of the 2018 the BSA ski trip is back by popular demand. Bookings with Melbourne Uni’s Alpine Lodge are confirmed and final details including transport and ski lifts must be finalised.

Progress on assigned actions from last report

**Self Defence Underway
Workshops scheduled**

Action Points to be completed by next report

Finalise Mushroom Workshop
Begin organising End of Semester Celebrations
Finalise Ski Trip Booking

Budget Expenditure

Meeting Number	Meeting Date	Item Description	Amount Passed	Budget Line	Comment
1	17/01/2019	Production	\$5,000	Channel SSEN	Spent \$1,700 so far
2	6/2/2019	Ski Trip	10,000	Off Campus Activities	Spent \$4,200 so far
2	6/2/2019	Workshops	\$5000	On Campus Activities	Spent \$2660 so far

Committee Meetings

Meeting Number	Meeting Date	Minutes Written?
1	17/01/2019	Yes, Confirmed
2	06/02/2019	Yes, Unconfirmed

**Southbank
Hilary Ekins**

No report submitted.