



**UCL East Student Forum
Minutes**

Date: Thursday 25 May 2023
Time: 15:00 – 17:00
Venue: Teaching Space 4, Room 301, One Pool Street

Chair: Jeff Saddington-Wiltshire on behalf of Deniz Akinci,
Union Affairs Officer

Attendees:
Bal Dhingra, UCL East Manager
Guy Stepney, Head of Marketing & Communications
Helen Fisher, Operations Lead
Igbo Wekpe, UCL East Library Manager
Jeff Saddington-Wiltshire, Representation and Democracy Manager, Minutes
Jamey Khan Lawrence on behalf of Rob Webb, Director of Business Partnering in Information Services
June Hedges, Head of Liaison and Support Services
Jayne Flowers, UCL East Volunteering Coordinator
Katherine Fletcher, Senior Academic Planning Co-ordinator
Peter Kanyike, UCL East Student Officer

1. Preliminary Matters - Welcome and Introductions

Jeff Saddington-Wiltshire (JSW) welcomed attendees to the meeting.

2. Union Staff Updates

Bal Dhingra (BD) highlighted that there has been an increase in events taking place at One Pool Street and future planning for UCL East Welcome will take place in the coming weeks. A new UCL East Engagement Coordinator has recently been hired and will start at the beginning of July.

Jayne Flowers (JF) provided an update regarding a busy calendar of events planned for June including introduction to volunteering, digital talks and a visit from East London Cares. JF explained that the events are targeted towards UCL East students rather than being promoted centrally, such as the Union's What's On Calendar.

JSW discussed the results of the UCL East Academic Experience Survey, with questions relating to accessibility of the new Marshgate building and dissemination of findings being key discussion topics.

Action: JF and JSW to liaise with the Disabled Students' Network, so that they can work with Helen Fisher (HF) to assess the accessibility of the Marshgate building.

Action: JSW to disseminate the findings of the Academic Experience Survey with UCL East Academic Reps.

3. Feedback from Student Officers and Representatives

Peter Kanyike (PK) mentioned that there were conversations at Governance Committee about reviewing the UCL East Students' Officer role. Feedback from the group indicated that the role was very useful to have a single point of contact and represent students especially with the first cohort of UCL East students. Moving forward there will be further opportunities to collaborate with Universities and community partners within the Olympic Park.

4. Staff Updates

HF highlighted that Room 106 had been made available for studying until 9 June.

Action: HF to ask whether a study room could be made available for four weeks after the initial closure date.

HF also asked whether local discounts and deals for students could be shared with staff members. Guy Stepney (GS) responded to say that these details are available on the UCL Webpage on the Union's website - <https://studentsunionucl.org/ucl-east-deals-and-discounts>. Currently, this is not a money-making venture, but there is potential to expand partnerships in the future.

Action: HF to add a link to the staff community page.

Jamey Khan Lawrence (JKL) highlighted that cables in floorboxes are frequently broken and the results of the Wifi survey have not been shared widely yet, but there will be a fixed IT Helpdesk at Marshgate.

Igbo Wekpe (IW) reported that the laptop loans scheme has been successful thus far and 700 items have been delivered to One Pool Street as part of the Click & Collect scheme. The

library will continue to have extended Saturday hours until July and there will be late opening until 8pm during weekdays in August. IW also promoted the Customer Service feedback sessions taking place on 9 June which will be shared with the Academic Rep Network and students based at UCL.

June Hedges (JH) explained that the plans for Marshgate include 90 metres of shelving which will be underutilised. JH suggested that the space could be used as display areas, artefacts, noticeboards, sports trophies, board games, book exchanges and plants. These ideas were positively received by PK. These proposals have been shared with the UCL East Academic Reps for feedback.

5. AOB

It was confirmed that this would be the final UCL East Student Forum for the 2022-23 academic year. Any feedback relating to issues at UCL East can be shared with BD and shared with the wider group.

Action: JSW, BD and HF to meet over the summer to discuss how the UCL East Student Forum will work with the Student Experience Board for the 2023-24 academic year.