The County College JCR
Executive Minutes

Tuesday 12th January
17:00
Online via Teams

Chair
India Ellis (VP Democracy & Finance)

Attendees
Callum Slater (President); Henry Blackburn (VP Socials, Sports & Events); Elisha Moreton (VP Welfare, Equality & Diversity); Josh Wynn (Media & Communications Officer); Jess Todd (Socials & Events Officer); Katie Aspin (Socials & Events Officer); Lucy McFegan (Women+ Sports Officer); Matt Houghton (Men+ Sports Officer); Niamh Cartwright (Women+ Welfare Officer); Will Owens (Men+ Sports Officer); Emmanuel Adeyemi-Abere (Equality & Opportunities Officer); Sonja Dembo (International & Faith Officer)

Apologies
N/A

Absentees
N/A

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Agenda item
Introduction and apologies

Presenter
IE

Discussions
No apologies received, all Exec members present.

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Agenda item
Meetings Policy

Presenter
IE

Discussions
IE asked members that all agenda points for meetings should be emailed to her, with the relevant meeting Week in the subject line of the email, by 3pm the day before any meeting.

IE reminded the committee that it is their responsibility to read the agenda before the meeting, and read the meeting minutes when they are uploaded, to ensure that agenda points/minutes are documented correctly and to follow up on any actions and matters arising.

IE also asked that meeting apologies are submitted by the same policy as agenda points, with reason for absence. IE reminded members that three meeting absences without fair apology will result in a warning.

CS added that all JCR Exec meeting policies mentioned are also relevant to College Exec, however the secretary for this meeting is Ali Moorhouse. CS asked that members ensure they are sending agenda points and apologies to the correct secretary for meetings.

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Agenda item
Comms Protocol

Presenter
CS/JW

Discussions
CS explained that the JCR Executive have had past problems with communications, and that bad communications affects engagement, reputation and relationships, emphasising the need for this Executive to make improvements.

CS explained that the purpose of the Comms Protocol document is to set guidelines on how members request support on their events and campaigns from the Media & Communications Officers, with a view of better facilitating them in planning, preparing and scheduling posts. CS emphasised the
difficulty and multiplicity of the Media & Communications Officer role, and the need for Executive members to take responsibility over submitting requests to them in good time.

CS explained that appropriate briefing on events is necessary for the Media & Communications Officers to be able to produce appropriate communications material. CS directed members’ attention to the Teams calendar, requesting that all Comms requests be submitted via this resource.

CS informed the Exec that JW has been permitted to reject inadequate Comms requests, due to incomplete briefs or not meeting timescales. HB expressed concern over Comms requests being rejected due to missing information if the event details are not yet confirmed, however JW assured that he will give fair warning before rejecting a Comms Request.

CS drew members’ attention to the timescales that should be given for the production of Comms materials. CS also mentioned new guidelines drawn up by himself and JW on the nature and content of our social media posts, reiterating the importance of abiding by the timescales in the Comms Protocol to ensure an upkeep of high quality social media posting.

WO queried over whether the graphics for the County College Welfare pages needed to abide by the social media post guidelines. CS responded that the guidelines were only for the Media & Communications Officers and the main County College pages. JW requested that graphics made by other members of the JCR Executive are attached to events in the Teams calendar, along with the planned caption. JW also requested that if any dates for posts going out are changed, that he could be informed as soon as possible so that he can alter the post schedule.

EM explained that the WED team are aiming for the County College Welfare page to gain some exclusivity from the main page to improve engagement, and that the posts this week were not intended to be posted on the main page. JW suggested that posts on the main page could direct students’ attention to the Welfare page- EM and CS agreed.

CS expressed an understanding that in the first couple of weeks meeting timescales may not be achievable, so Comms requests will not be rejected. CS then requested that all members make sure that any requests needed up until the end of Week 14 should be in the calendar by the end of this week.

CS pointed out that responses to crises or breaking news situations will naturally require a faster response.

JW confirmed that the Protocol was introduced to avoid rushed promotion for events, and assured that he would contact people if requests were incomplete at the point of him starting work on them.

HB expressed concern that event promotion might get lost if the volume of posts on the social media was to increase, so suggested using the Instagram stories to provide students with a weekly round-up of events. JW confirmed that the story will be used to push events on a daily basis, and agreed that a weekly round-up was a good idea. CS elaborated further that he will be sending a regular round-up of events and campaigns to Ali Moorhouse for the weekly newsletter, and that the scheduling of social media posts means that the Media & Communications Officers are able to identify days on which there may be too much content planned to go out.

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<th>Agenda item</th>
<th>County A-Party</th>
<th>Presenter</th>
<th>JT</th>
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**Discussions**

JT asked the members whether anyone knows any DJs or can provide DJ sets for the event in Week 12. JW suggested that DJ sets are accessed and downloaded from Soundcloud. IE asked whether we still have the sets used for the County A-Party events in 2020, and JT responded that we do still have them and reusing them is an option.

HB asked whether JW would be editing the sets together or if he was needed to do it. JW responded that he is able to edit the sets together.
IE requested that Executive members inform JT if they know of anyone who would like to provide a DJ set for this event.

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<th>Agenda item</th>
<th>Skills Audit</th>
<th>Presenter</th>
<th>CS</th>
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**Discussions**

HB suggested that we utilise this part of the meeting as more of an informal chat and introduction to one another as a team, through which we could find out the skills and interests of Executive members. The committee agreed that this was a good method, and spent some time on a linking exercise to find out more about one another.

CS wrapped up the exercise and explained that the value in doing it was to focus our event planning on what we personally would enjoy and be interested in. CS elaborated that being on the JCR Executive should always be an enjoyable experience and urged members to raise their concerns if ever that is not the case. CS then informed members that we would be reviewing our Term 2 plans in the next meeting, and assured them not to be afraid to change event plans bearing on what they had learnt from the training and skills audit.

HB reminded Executive members that anyone can get involved in the events and campaigns that appeal to them, regardless of what sub-team they fall into.

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<th>Agenda item</th>
<th>Any other business (AOB)</th>
<th>Presenter</th>
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**Discussions**

HB informed the committee that he will be planning a social for the team and that a poll will be going out with potential dates.

IE reminded the committee that the co-option for a Media & Communications Officer will be happening in Thursday’s meeting. She informed the committee that one candidate is unable to make the meeting so will be sending their speech in video format which will be passed on to the Executive tomorrow evening; she urged that all Executive members must watch this before Thursday’s meeting so that all candidates can be regarded equally and fairly.

IE also warned members that Thursday’s meeting may overrun due to the amount of co-option candidates, and requested that wherever possible, members keep half an hour after the meeting free.

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<th>Agenda item</th>
<th>Date and time of the next meeting</th>
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**Discussions**

The next meeting will take place on Thursday 14th January 15:00 via Microsoft Teams.