



ICSMSU

Imperial College School of Medicine
Students' Union

ICSMSU 7th General Meeting 2024-25

02/02/25: 17:00 – 19:00

MS Teams

PRESENT	Sarah, Lilia, Alwin, Shivani, Jemmy, Bhav, Chloe, Yasmin, Arjun, Senara, Eric, Yoli, Sadhana, Sean, Anant, Hamzah, Aden, Chae, Priya
APOLOGIES	

[Action points of the last meeting](#)

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Agenda

1. Handovers - Yazz
2. Leadership Elections - Lilia
3. Standing Orders & Goals

Discussion Points

ACTION POINTS OF LAST MEETING	
	Action Point – Complete/In Progress/Not Complete
ACTION POINT 1	Make template for noticeboard
ACTION POINT 2	Survey CSP thoughts at CSP meeting
ACTION POINT 3	Poll year group chats
ACTION POINT 4	Reconvene after the above has been actioned
ACTION POINT 5	SWOT analysis for conferences

MATTERS ARISING

- What methods have people experienced for handovers
 - Which methods were the most useful
- Did you feel you had enough time for handover?
- What worked well in your handover?
- What didn't work or wasn't useful?
- What's missing from the handover process?

Questions from Yazz, proposed to SU officers

A lot of variety in the standard of handovers, trying to standardise for future SUs

Shivani – shadowing period, SSLGs generally straight forward but first one can be overwhelming – maybe next officer can sit in the last one of the year before their first one. Can also sit in meetings at the end of the academic year

Yaz – incoming officers can shadow during mocks

Bhav – agrees with above, adhoc shadowing experience was very helpful – anyone taking over an academic role should see one before they run one

Sadhana – if your role involves people outside of SU or Imperial (eg. SMHA), have an introduction from your predecessor before you start the role

HANDOVERS

Shivani – sit down and look at their manifesto, provide guidance on how they can achieve it

Yoli – Key dates section in handover, in chronological order

Sadhana – Milestones/deadlines, what you want to achieve and when, written documentation is always useful – can edit overtime, and update for the next officer – promotes longevity of the role

Yaz – approx. half of SU gotten written handovers

Lilia – checklist is generally a good idea, don't be super strict on deadlines – want there to be flexibility with the role, don't want to feel like you're being prescribed as to what to do when. Standing orders are what's definitive, but allow flexibility when it's achieved – key dates are guidelines

Yoli – Give rough timings, stream handovers (as a collective) or between streams

Sean – election dates (results by 10th March) ? Some roles are busy throughout the year, but other roles may be less active at the end of the year – how do we tackle this?

	<p>Lilia – handovers from end of march to July, instead of just July</p> <p>Yaz – map out the standing orders and when they happen, see if they overlap with end of term so incoming officer can shadow</p> <p>Eric – help set expectations based on incoming officer manifestos, not necessarily what is feasible – what to expect from supporting teams (eg. icu, csp presidents etc), ICU deadlines</p> <p>Arjun – WWW, EBI for each time period/section/event</p> <p>Lilia – has had informal handovers (eg going to a café), building a relationship with outgoing/incoming officer is helpful – doesn't need to be strictly professional</p> <p>Yaz – create a guide to handover using points above</p> <p>Sean – be professional, if you haven't had a good experience with a certain team or CSP try not to influence the incoming officer with your thoughts – don't sow cynicism</p> <p>Yaz – what formats have/haven't worked well?</p> <p>Lilia – admin POV: ICU involved with handovers for rep roles, send document with login info, some passwords were lost/reset</p> <p>Yoli – Academics/Welfare, sent out videos to explain how to work various websites like Qualtrics, make baseline templates for reports (everything) – can be edited, but offers a foundation – will make things like SSLGs faster</p>
<p>LEADERSHIP ELECTIONS</p>	<p>Dates</p> <p>Nominations: Monday 10 – 28th Feb, midday</p> <p>Hustings: Sunday 9th March, approx. 4pm – SU must be there, can ask relevant questions to people running for your roles (advertise)</p> <p>Voting: Monday 10th – Thursday 13th March</p> <p>Results: Friday 14th March</p> <p>Begin talking to see who might be interested in the role</p> <p>Make roles more accessible, and ensure anyone considering a role feels empowered to run</p> <p>ICU states: You can endorse people running for SU if you are also running, have a preference to not do that (ICSMSU stance: do not endorse someone else running for SU if you are running)</p>

**STANDING
ORDERS & GOALS**

Current SU can endorse, but not as their current SU role (eg. Lilia cannot endorse under her role as President) is seen as bias, can state you are a member of a CSP

Yaz – can we use previous SU role to endorse (No)

Sean – can I endorse next treasurer but not explicitly as the current treasurer (No)

Lilia- be wary of who you endorse, if there is any doubt – safe answer is no

Updating standing orders

Being drafted on canva

Needs to update aims and objectives, in SU training, SU agreed with ICU aims but need to adapt it to better suit SU

Refer to ICU goals, need to break them down and how to develop for ICSM

Goal 1: To be an effective influence and advocate for all students

- For all UG and PG in FoM
- Union Council, CSPs, SSLGs (ICSM socs in the CSP framework)
- Via CSPs, academics, welfare (within course structure); also in reference to events
- Formal and informal means
- To faculty, external bodies; bridging students
- amplifying the student voice mention somewhere in there
- ensuring their voices are heard in academic, clinical, extracurricular and welfare-related matters
- work consistently

Goal 2: To support and enhance the wellbeing of students.

- Campaigns, signposting
- Range of CSPs, everyone can find their place
- addressing academic pressures, mental health challenges, and work-life balance?
- Students that don't engage with CSPs, how can we support them?
- Enhance wellbeing in different ways, wellbeing is varied – not one shoe fits all
- Variety of events, making them inclusive
- Meeting needs in a timely manner
- To be consistent
- Consult students, ensure changes fit their needs
- LISTEN, actively support but make sure there is a basis for it
- Inclusive, accessible support
- Closing the feedback loop
- collaboration/mentorship fosters an inclusive student community

	<p>Goal 3: To strengthen and help create active and inclusive student communication</p> <ul style="list-style-type: none"> - Offering opportunities for personal and career development, where students take it or not lol - Are we inclusive in how we advertise? - Work with subcomms eg BMB, ensure needs are met <p>Establish connection with PG</p> <p>How can we make students from various backgrounds feel included</p> <p>Yaz – surveys offers a platform, listen to their needs so we can tailor our response, opportunity to speak up for themselves</p> <p>Bhav – empower students, they have their own autonomy to speak up</p>
OTHER BUSINESS	
MISCELLANEOUS ITEMS	<p><i>Bhav - Mock dates</i></p> <p><i>Yoli - Reps to share feedback in next meeting</i></p> <p><i>Anant – Merch collections</i></p> <p><i>Chloe – come support RAG week!</i></p>
NEXT MEETING	<p>Sunday 2nd March</p>
DATES FOR DIARIES	<ul style="list-style-type: none"> • Sunday 2nd Feb Reynolds 5pm-7pm: ICSMSU Committee Meeting 📅 • Monday 10th Feb: ICSMSU Nominations Open 📁 • Friday 14th Feb: Final Year Photo Day • Monday 3rd March 4:45pm-6pm: LKC Scavenger Hunt & Welcome Event (lots of free food and drinks) 🍔 🍷 🍹 • Tuesday 4th March: ICSM Fashion Show (& maybe LKC Students) 🧑🏻 🌐 • Wednesday 5th March: LKC Social (will be free, usually do mini-golf and take them to Sports' Night) 🏏 • Friday 7th March 1pm-2:30pm South Ken: LKC Farewell Lunch 📧 • Sunday 9th March Reynolds: ICSMSU Hustings 🏏 • Thursday 13th March: ICSMSU Iftar Social 🍷 • Friday 28th March 4pm Reynolds: PFA Day 🍷 📅 (all of you have to be there)

Officer Reports

EXECUTIVE	
PRESIDENT	<ul style="list-style-type: none"> • Colours Panel – co-ordinating panel of SU, Alumni Association and Faculty to review applications. • FEO Elective Awards – nominations have been reviewed. • Co-ordinating talks between Faculty & Club Captains regarding Circle Line • Organised year-group talks about conduct at student events and travel reimbursement development. • Conducting meeting with ICSMSU Comm to re-develop standing orders. <ul style="list-style-type: none"> ○ Only Stream Leads left to meet. • Attended Mary Morrel’s leaving party. • Visiting PCSM next week with Yasmin. • Putting together mentorship scheme and have few meetings lined up with Education Office • Attended Student Support Committee meeting with heads of Alumni Groups. • Creating portfolio of concerns from CSP leaders and students to begin approaching issues and identifying potential fixes. • UH Chairs meeting, caught up with all of the medical school presidents/chairs and shared best practise as well as preparing for conference in 23rd March. • Preparing for Leadership Elections, sharing information to current officers about campaigning rules.
DEPUTY PRESIDENT	<ul style="list-style-type: none"> • Had 1-1's with SU officers (<i>naughty officers pls book ur 1-1 with me @Yousuf Yaqub - ICSMSU Academic Chair, @Iolathe Georghiou - ICSMSU Welfare Vice Chair (Rep)</i>) • From 1-1's this is how members want SU to support with their roles: <ul style="list-style-type: none"> ○ Mock days ○ Reshare stories of welfare campaigns ○ SU to come to welfare campaign days ○ SU to come to RAG events • Colours Panel meetings reading nominations and helping with selection process • Providing certificates for alumni who request for applications • Start with helping with standing orders • Attending PCSM in Carlisle this week with Lilia. • Started working on handover standardisation to improve handover process for current and incoming SU Officers • Working with Anant to help potentially speaking to BMB Soc to re-emphasise expectations for holding a position in BMB soc • Discussions with Lilia and Noreen about Portfolio Student shapers

**EXECUTIVE
TREASURER**

- Chased up and resubmitted a sales invoice to a STFYD Sponsor
- Completed claims and POs for some STFYD Expenditure
- Liaised with another potential sponsor for STFYD
- Attended CSPB with our Management Group at the invitation of DPCS and Activities Team
- Looking forward to Annual Budgeting season
- Currently middle of Finals exams (PSA down, AKTx2 and CPSA(PACEs) to go!)
- Looking forward to completing exams!

**SECRETARY AND
COMMUNCIATIONS**

- Busy busy month!!
- SU socials are gonna pop off this term
- Mainly pre-occupied with prep for STFYD ahhh
- Working with Senara to produce content for LGBT+ History Month, have also reached out IQ to see if we can support them in any of their plans
- Partnered with Muslim Medics to produce posts for Ramadan, fingers crossed we get good engagement
- Have also reached out to Amy from neurodivergence soc for neurodiversity celebration week in march – have started discussing ideas
- Have also organised a fortnight of student takeovers, would ideally like a few more BMB students and Y3 MBBS but oh wells
- Liaising with Yoli to publish SSLG minutes and create posts to help students better understand what happens
- Newslettering is newslettering, just realised I've signed off with 'happy new year' for 3 weeks now rip
- Made a promo video for values survey as a hail mary, turned out p cute at least
- Making TikToks as well, will try to arrange another filming sesh soon
- Need to schedule dates to take pics of Reynolds for website (did this with slayden alr yayay)
- Website updates: sub-pages from BMB made - will be meeting with BMB to discuss content; updated info+photos of Reynolds (was vv out of date)
- Trying to put together a post for 'International Day of Women and Girls in Science' – have 4 faculty members involved, would like to have a few more
- Working with Ruth from FoM to produce Gen Z OSCE/PACES/CPSA tiktok with Prof Sam – fingers crossed we make it, that dictionary destroyed me
- Also working with Nicole from ICU to create content for Reynolds yaya
- Promoing redbird and grad fleeces; major slay from aden
- Promo elections are in the works! Pls help out if you can xx
- Put together a OneDrive for photos from SU Events
- Colours panel discussion

**SITES AND
SERVICES**

- Redbird 2nd term drop closed – waiting on delivery!!

	<ul style="list-style-type: none"> - Organising Labcoats for Circle Line (lessgooo RAG, major slaying from Chloe, Sean and Lilia for advice and help) - PO submitted, waiting on Union to approve! - Organising Grad Fleeces for final years – pls push to any final years that you know haven't bought theirs yet! And make sure they fill in the order form too! (Otherwise, they won't be ordered) - Spamming Sarah as always for help with socials + messages (genuinely such a slay as per usual) - The month of terror - Lit Review DD: - is DONE! (and thank god for that!) - On the backburner: <ul style="list-style-type: none"> o Lockers – want to sort that out this month o Last year grad fleeces delivery – will work it out – gotta order bags from Amazon o Want to upload old products onto shop + update Stashalogue o Compile a list of important contacts + better handover instructions for next year's SSO
<p>BMB SOCIETY PRESIDENT</p>	<ul style="list-style-type: none"> - BMBSoc meetings: <ul style="list-style-type: none"> o Debriefing on XMas Dinner and moving forward o Ensuring roles are rolling o Ensuring events team is working cohesively o Newsletters to start going out again - Working with QuadBio on social events - Prepping for SSLG now - Working on BMB EDI survey & Report with Brian – would love to collaborate with MBBS survey! - Setting up UROP and Internship cheat sheets
<p>GAZETTE EDITOR</p>	<ul style="list-style-type: none"> - JANUARY FROM HELL IS OVER (bye lit review and SiC I won't miss you) - Winter Editon out digitally by the end of THIS WEEK (keep yer eyes peeled) <ul style="list-style-type: none"> o Lots and Lots of exciting articles o Out on print soon (quote received – need to send proofs over+ double triple quadruple check the mailing list and then finally send invoice to Sean (so sorry for the delay)) - BSc guide underway – should be done by the BSc fair - GWho slaying with blog (first post is up woouooooo) <ul style="list-style-type: none"> o Rota introduced – weekly post o News pictures section/ICSM comics (weekly starting next week) - Committee structure change – Deputy Editor (on com) and Fresher contributors (not on com) (enable younger years to get involved earlier ensuring continuity of the soc) - Podcast being edited – thank you Aden !!!!

	<ul style="list-style-type: none"> ○ Next episode to be recorded soon (Need to organise w/ Fashion Show com) - Alumni Engagement meeting <ul style="list-style-type: none"> ○ Meeting needs to be set up with Al McCarthy - Arts Bop - Will be ON IT this term I promise 😬 <3
ACADEMICS	
ACADEMIC CHAIR	
ACADEMIC OFFICER FOR EARLY YEARS	<p>SSLG surveys have been sent out and pre-SSLG's in the works. Due to send report today to Mehdiya.</p> <p>Mock CPA Feb 22 + 23, Mar 1 + 2 (bit of issue w Mar 1), but trying to find alternatives</p> <p>To complete mock CPA allocations this week</p>
ACADEMIC OFFICER FOR CLINICAL YEARS	<p>Sent out 3 sslg surveys, report time now</p> <p>OSCE buddy scheme, going to extend and hopefully send out in email to recruit tutors</p> <p>Mock OSCEs -> last 2 weekends in March – need lots of hands from SU!</p> <p>Mock PACES w/ faculty being organised – May 10, 11 and 17 (will likely need lots of SU there too pls tysm)</p> <p>Starting my ortho bro rotation on monday wish me luck</p>
ACADEMIC OFFICER FOR BSC YEAR	<p>Made the SSLG surveys and have been sent out, most initiated pre-SSLG meetings, some to chase</p> <p>Reached out to pathway leads to get input for iBSc guide, editing the ones already received</p>
ACADEMIC OFFICER FOR BMB	
WELFARE	
WELFARE CHAIR	
VICE CHAIR FOR CAMPAIGNS	<ul style="list-style-type: none"> • Blooms completed yayyy (with major help from kete and yoli love u guys) • Working with Sarah for LGBT+ history month campaign, reached out to IQ for potential collab
VICE CHAIR FOR WELLBEING REPS	<ul style="list-style-type: none"> • Discussed with reps the action points from previous SSLG and sorted them to allocate ones for this term/ complete all the remaining actions on the log • Sent out 6 SSLG surveys • Helped Senara and Kete a little bit with their beautiful blooms campaign • Have started putting together the reports for SSLGs • Organised all my pre-SSLG meetings

WELFARE OFFICER FOR BMB	<ul style="list-style-type: none"> • Formed Term 2 SSLG timeline for Y1/2 and Y3 (meetings and submissions), shared with all year reps. • Had brief 1:1 updates with all year welfare reps.
MANAGEMENT GROUP	
CLUBS AND SOCIETIES CHAIR	
MANAGEMENT GROUP TREASURER	<p>Met with SMHA to confirm money</p> <p>Prepped all the SMHA SMDT emails to send out</p> <p>CSPB annual budgeting stuff</p> <p>Lots of eactivities</p>
VICE CHAIR FOR SPORT AND ARTS	<p>Arts dinner went well!</p> <p>Sports would prefer to do an awards sports night, will lock-in a date with them soon</p> <p>CSPB meeting highlighted some big changes</p> <p>Communicated these in a big S&A email also advertising 2nd C&S meeting</p>
VICE CHAIR FOR VOLUNTEERING AND ACADEMICS	<p>Quiet month for me, more conferences are taking place this month but haven't heard of any issues (outside of the stall request form)</p> <p>Congrats to Hamzah on an amazing arts dinner!</p>
ENTERTAINMENT	
ENTERTAINMENT S CHAIR	- Planning tour
SOCIAL SECRETARY	
RAG CHAIR	<p>Volunteering day- this Friday</p> <p>Planning and organising rag week – rag auction please come!</p> <ul style="list-style-type: none"> - Rag auction - Pottery workshop - 4skins - Rag marketplace - Circle line <p>Circle line tickets sold</p> <p>Fashion show out mid feb</p> <p>Very stressful and very busy month!</p>

Action Points and Deadlines

ACTION POINT	PERSON RESPONSIBLE	DEADLINE
Template for login details	Lilia, Yaz	

Handover template	Yaz	3/03/2025
Advertise hustings	All of SU	
Read draft of standing orders, make comments/suggestions	All of SU	
BMB RedBird Merch to SAF?	Aden, Lilia, Anant	
Contacting Redbird to potentially split into MBBS + BMB – to dispel confusion	Aden	