



ICSMSU

Imperial College School of Medicine
Students' Union

ICSMSU 5th General Meeting 2024-25

01/12/24: 17:30 – 19:00

Reynolds

PRESENT	Lilia, Sean, Aden, Anant, Sadhana, Bhavana, Sarah, Jemmy, Senara, Hamzah. Kete, Arjun, Yoli, Shivani, Yousuf, Angie
APOLOGIES	Brian, Chloe, Priya, Alwin

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Agenda

1. Mums and Dads Scheme - Iolanthe
2. Values Survey
3. Update on ICSMSU Spaces
4. BMB XMAS Dinner & STFYD

Discussion Points

ACTION POINTS OF LAST MEETING	
	Action Point – Complete / In Progress / Not Complete
ACTION POINT 1	Reynolds Promo - Everyone take pictures when in the bar so Sarah can create promo
MATTERS ARISING	
MUMS & DADS SCHEME	Mums & Dads Scheme

SSLG Phase 1 – issues with loneliness, difficult to transition from 1a to 1b, qualitative data supporting this. A desire to revamp the Mums and Dads scheme, with events throughout the year

Sean: Pub quiz for sports families? Can consider something for non-drinkers

Kete: issue with reassigning? Parents not reaching out? Families having difficulty connecting with each other. Can survey this.

Lilia: mentorship schemes, college is encouraging this. Training? Utilising faculty of sciences model - can get funding for this. Scheme is for WP + EDI – but students can self-certify

Yoli: Do we need a specific event?

Lilia: Refreshers? In term 2? Target phase 1, can run alongside Phoenix Ball?

Kete: Can be used to help us reassign parents? Workload depends on students' response

Sean: What was the response from students?

Yoli: Second years, specifically mentioned the mums and dads scheme

Yousuf: Are we targeting the same people? If so, we're just asking them the same thing multiple times. Can we share the workload? May be too many parent/buddy schemes if we follow through on all of the requests

Bhav: 2nd year, one of the more difficult years – a need for peer support

Lilia: mentorship for career development, your identity etc – what the college are hoping to implement. Mums and Dads are more for your interests. Need to figure out where the schemes overlap + share the workload

Kete: push out to your families, separate meeting to assess various mentorship schemes

Shivani: can people sign up again?

Sean: RAG volunteering day for mums and dads?

ICSM Values Survey

ICSM Values Survey – advertising & gathering feedback.

Posting on socials schedule?

Lilia will prepare a slide deck.

- 3rd years – ask to display in lectures over consolidation
- 5th years – ask to display during Path week (handed over to Bhav)

Lilia: Everyone help promo survey

	<p>Eric: Give a voucher?</p> <p>Lilia: Disagrees with this, should not be monetised</p> <p>Bhav: Path week is running differently this week, more difficult to promo</p> <p>Aden: promo the length, literally takes 2 mins</p> <p>Sarah to screen record a video to help with promo, Anant to put in BMB newsletter</p>
<p>UPDATE ON ICSMSU SPACES</p>	<p>Update on ICSMSU Spaces (SAF & Reynolds)</p> <p>CSP office? Need to clear out larger items, maybe auction. Ask services term to deep clean the room. Rethink the key situation. Store key in a locker.</p> <p>Kete: sign in/out form for the key</p> <p>Access to SU and BMB Exec</p> <p>Locker room SAF – bid in Harlington fund, money will be used to get rid of some lockers and inserting storage racks for CSP use. Eg. For conferences, don't need to RA for transport + reduce carbon footprint xoxo</p> <p>Locker room Reynolds – who is using them? Need to get trust to agree to relocate them (opposite gym); need data to support that students on placement don't use it; maybe upgrade with storage racks/cages - depends on what we find to be most useful</p> <p>Tables + chairs, under the stairs – ICU may purchase new benches especially for sports nights. Could move merch there. CSPs could use them. Storage next to Office (post room) - ask security to move into post room instead of storeroom</p> <p>Common room access – need to sort it lol. Have a rethink of its use – basement may be getting refurbished but need to prove that it has a purpose. Gazette podcast filming? Games, book swap. Rep dropins?</p> <p>Does it get cleaned? Lilia to take that forward, and enquire</p> <p>Light sensors need fixing</p>
<p>BMB XMAS DINNER & STFYD</p>	<p>BMB Xmas Dinner & STFYD – low ticket sales</p> <p>Clashes with carol service</p> <p>Having difficulty selling tickets, on 50 now</p> <p>Yousuf: find your niche, and your selling point – push on WhatsApp. Overall issue that ticket sales decreasing across the board. Needs further discussion.</p>

	<p>Lilia: students are hesitant to go to 'new events', could be difficult with cost of living</p> <p>Kete: need to start looking at them from a student perspective – Christmas is a difficult time. Cost vs benefit analysis</p> <p>Eric: Students don't read the newsletters, WhatsApp etc. Sales go up last minute.</p> <p>Sadhana: word of mouth is the best way to reach out</p> <p>Arjun: Want to reduce your losses, assess financial risk. Follow the patterns.</p> <p>Sean: Feedback from students (expensive), look at the demographics</p> <p>Yousuf: Assess value for money, separate meeting for advertisement ideas, regulating WhatsApp, clubs and socs input on how to support societies – submit a plan for promo?</p> <p>Kete: Student experience fund?</p> <p>Sadhana: How many students celebrate xmas? Maybe remarket as 'end of year' dinner</p> <p>Anant: BMB don't want to do things with BMB</p> <p>Lilia: Accessibility, reducing spend, what do students want? Grad dinner – assess sales</p> <p>Kete: atm people would rather get FOMO</p> <p>Yousuf: things aren't selling out, comfort students that are running events</p> <p>Eric: conference sales, too many academic societies and too many conferences</p> <p>Arjun: CV points lol</p> <p>Yousuf: advertising is broken, societies do fit a niche</p> <p>Bhav: external messages on groupchats - boo</p>
OTHER BUSINESS	
MISCELLANEOUS ITEMS	<i>TikTok filming sesh</i>
NEXT MEETING	Sunday 5 th January - remote
DATES FOR DIARIES	<p>Wed 4th December – STFYD Christmas Dinner Party</p> <p>Sun 8th December – ICSM Carol Service ATTENDANCE MANDATORY UNLESS SPOKEN TO ME OTHERWISE</p> <p>Tues 10th December – ICSMSU Social & Secret Santa</p>

Wed 11th – Saturday 14th December – Opera Show Week xoxo

Monday 3rd – Friday 7th March 2025 - Imperial Immersion Week

Saturday 1st February - UH Conference

January - Blooms

Officer Reports

EXECUTIVE

PRESIDENT

- Presented Travel Cost Impact on Clinical Experience to ICSM Board – Faculty have responded to 3 proposals.
 - Co-delivering 3 proposals with support and consultation from ICSMSU Welfare Chair & Academic Officer for Clinical Years.
- Collaborating with ICU Officers to reduce the halls rent increase – and developing campaign.
- Chaired 3 SSLGs – Early Years, Clinical Years & BSc.
- Working with ICU DPW to deliver mentorship scheme for students self-identifying as WP/EDI. Looking for incentives and will require support from ICSMSU to advertise and get off the ground.
 - Developing training materials for potential mentors
 - Once plan is drawn up will bring to SU meeting for feedback.
- Met with ICU Director of Commercial Services. Discussion included ICSMSU Officers & a couple of student volunteers who are passionate about Reynolds.
 - Discussions about fit-for-purpose seating arrangements for sports night
 - Screen to stream sports matches with TNT License
 - Discussion regarding shuffleboard, pool and darts prices - aim to make cheaper
 - Bringing in more ICSM paraphernalia such as St Mary's signs & boards to make space more dynamic
 - Framing ICSM Final Year Signatures & Digitising them.
 - Discussions about staffing and security & what days are best to open the bar.
- ICSMSU Tankards found.
- Trip to Archive & collected memorabilia to place in display cupboards – more trips to do – if intrigued drop a message!!
- Preparing small panel of ICSMSU members to come to Alumni/Phoenix Board.
- ICSMSU Framework Project
 - ICSMSU Values Survey sent out


	<ul style="list-style-type: none"> ○ Starting 1-2-1 meetings with ICSMSU members to get thoughts on ICSMSU's Vision & drafting amendments to standing orders ○ Please think about your handovers & manifestos ● Prepping for ICSM Light Opera's Main Show – please come and support & bring your societies. ● Submitted Harlington Fund bid for ICSMSU Locker Room project in SAF ● Ordering colours ties & scarves ● Preparing Colours Nomination forms & Bursary Application forms for Xmas period (STFYD) ● Chasing up ICU on Fatsoma ticket sales money for Seano ● Prepping for Circle Line <ul style="list-style-type: none"> ○ @Arjun Narendran - ICSMSU Clubs and Societies Chair setting up date for CC briefing ○ Lilia and Sean sorting labcoats plan to remove logos ○ Working with RAG & @Chloe Tan - ICSMSU RAG Chair to get RAs approved for RAG Week. ● Phoenix Ball prep with @Angie Qiao - ICSMSU Social Secretary
<p>DEPUTY PRESIDENT</p>	<ul style="list-style-type: none"> - Following up on 1-1's - Answered officer's queries and questions - Panel for V&A awards (sad to miss it but very unwell atm!)
<p>EXECUTIVE TREASURER</p>	<ul style="list-style-type: none"> - Discussed budget for the new 'Phoenix Ball' - Discussed budget for Arts Dinner - Chased money up from ICU - Went to menu tasting with STFYD Committee and hopefully we have selected a good menu! - Attended Freshers Fortnight Debrief - Butchered my Final Year Mock Paces – Thank you to academic stream for their hardwork in organising it – super helpful in guiding revision. - Did Cardiology placement at Harefield Hospital
<p>SECRETARY AND COMMUNICATIONS</p>	<ul style="list-style-type: none"> - Have set up the Gazette website with Aden + Sadhana! - Newsletters are still newslettering - Organised SU insta takeovers (thank you to everyone that's done one so far!) - Started a 'Match Results' section in the Newsletter - Am officially halfway through my Y5 placements!! - Supporting SU with various advertisements (eg. Merch collections, carol service, V&A awards) - Please come to xmas dinner party <3 and opera main show! - Prof Sam has asked me to make him a gen-z slang dictionary, lemme know if you wanna help :,)
<p>SITES AND SERVICES</p>	<ul style="list-style-type: none"> - Merch collections slay – got rid of 'Box mountain' in the SU office – Ty for everyone who came to help out with collections (Jemmy, Angie, Tanvi <3

	<p>esp. In this most recent one! Obvs thanks Sarah for Comms slay as always :D)</p> <ul style="list-style-type: none"> - Still got Redbird T1, D1&2 to collect; Old Redbird; Personalised Hoodies from last year - Working on locker room in SAF with Lilia – met with Michael St Clair Laing, need to work out date to clear out - Working with Sadhana and Sarah on SU x Gazette website integration (#GazetteSlay) – got most of it up and running, need to get form on - Helped out with mock finals (Yousuf and Bhav killed it!) – lots of praise from final years, went amazing! - Did my first SSLG representing Global Health BSc – gave feedback from Students and Faculty in the meeting; waiting on the minutes to present back to BSc -
<p>BMB SOCIETY PRESIDENT</p>	<ul style="list-style-type: none"> - Attended BMB Education Forums - Chasing up on SSLG reports - Events: <ul style="list-style-type: none"> o BMB XMas dinner coordination o Selling few STFYD tix (???) - Sending newsletters
<p>GAZETTE EDITOR</p>	<ul style="list-style-type: none"> - Thank you, Aden and Sarah, for the website 😊 <ul style="list-style-type: none"> o Issuu discussed + have asked Sean re. Funding for it (joint w/ STFYD caricatures) – need to double check about SMHA funding w/ Jonno and Kevin. - First Podcast episode recorded – thank you to everyone on the panel – will be edited and uploaded by the end of December - Went to Mary’s Library Farewell with Arjun and Hamzah – plugged Gazette at every opportunity - Phase 1 Academic guides done - BSc guide underway- survey made by academic editor and sent out to fifth years with the help of the wonderful Shivani. Awaiting responses😊 - Helped at mock PACES – Yousuf and Bhav ate with that + the pastries were amazing - V&A awards was very slay – congrats Eric :) - Winter edition <ul style="list-style-type: none"> o 1-1s with section editors done o Need to format o Most reports received - drama play + opera main show to be reviewed o SMHA Chairman’s report not yet received o MASSIVE Clubs and Socs section – THANK YOU to Meena, Arjun and Hamzah + all the CCs who contributed.

ACADEMICS	
ACADEMIC CHAIR	<ul style="list-style-type: none"> - Mock finals - SSLGs - Academic tutor <p>Another month in paradise</p>
ACADEMIC OFFICER FOR EARLY YEARS	<ul style="list-style-type: none"> - Helped out with Mock Finals – huge congrats to Yousuf and Bhav for co-ordinating and sorting that. It was no easy mission. - Completed my first ever SSLG which ran smoothly but lots of takeaway points for the next one. All the reps and SU involved did phenomenally <ul style="list-style-type: none"> o Note to self: 1b reps can be hard to work with, have to follow-up more with them for the next term - Give reps further training on survey and report creation. They were elected before this period last term so need to be up to speed for the upcoming survey - Follow up on the numerous action points with faculty and 1a + 1b student cohorts - Brainstorm content creation ideas to communicate the actioned changes of the SSLG to the students - Following call with Lilia, shift focus on collaborative work with Welfare to tackle issues of common ground e.g. academic workload. - Complete tutor/tutee allocations for CPA - Contact building managers + Yasmin + Yousuf to discuss necessary actions for CPA mock - Organise call with Mock Co-ordinators in AMSA/SurgSoc/MedEd and MM
ACADEMIC OFFICER FOR CLINICAL YEARS	<p>Helped Yousuf with mock CPSA – went v smoothly! Big slay</p> <p>Lots of work with JJM r.e. Northwick park, final year placements and third year teaching</p> <p>Bringing back path lecturer feedback</p> <p>One SSLG doneeee</p> <p>Streamlining report template for future consistency and efficient reporting</p> <p>Preparing for OSCE buddy scheme – watch this space and 4th years pls sign up when form comes out</p>
ACADEMIC OFFICER FOR BSC YEAR	<ul style="list-style-type: none"> -First sslg done! Went very smoothly except for confusion about sending reports in some pathways -Discussed potential changes and feedback for bsc allocation algorithm during SSLG and followed up with Fiona Culley after to explore options -To work with James Jensen Martin to conduct student focus groups for BSc pathway allocation algorithm and figure out samples -Mitigating circumstances policy to be signposted more by pathway leads, potentially adding it to all submission portals -Discussed AI use – ok for students to use?? Not sure where to draw the line? “AI guide” not in the works due to subjectivity and lack of detection tools.

	<ul style="list-style-type: none"> -Implement timetabled AI use session for pathway leads to teach - not enough sign ups in tutor/buddy scheme still 😞 - working with Sadhana (Gazette!!) For how to choose bsc guide
ACADEMIC OFFICER FOR BMB	
WELFARE	
WELFARE CHAIR	<ul style="list-style-type: none"> - Lots of welfare concerns / signposting - 4 week rota plans slaying for the new year - 3 SSLGS - Many meetings - Blooms planning underway - EDI forum <p>To work on:</p> <p>Raising concerns review</p>
VICE CHAIR FOR CAMPAIGNS	<p>Did mitigating circs, raising concerns and blackbullion posts with iolly</p> <p>Did posts and campaigns event for nov (yoga)</p> <p>Planning for blooms in jan with kete now</p>
VICE CHAIR FOR WELLBEING REPS	<ul style="list-style-type: none"> - 3 SSLGs done!!! Phase 1, 2 and Clinical Years. - Phase 1 and 2 managed to complete their pre-SSLG before their report was due to be submitted which meant that their sections ran so smoothly: note to self that this is the best way of doing it so to keep that up in the future. - We now have a lot of action points to follow-up on with various members of faculty over the next few weeks but all of the Reps were outstanding: they did so well in the rehearsal SSLGs too which made them absolutely phenomenal and efficient in the real thing. They are all very involved and i would like to organise some sort of social to celebrate all their hard work (?) or start a rep of the month scheme as an incentive to keep this up. - Have attended meetings with Prof Usmani to touch base and we are due to be presenting alongside him in one of the touchpoint sessions over the coming weeks. <p>Future plans:</p> <ul style="list-style-type: none"> - Liaise with Sarah and Senara to make posts about what we achieved in the SSLGs to communicate this back to students and hence, complete the feedback loop.

	<ul style="list-style-type: none"> - Meet with various other members of faculty to follow-up on the action points from the SSLGs and make sure we are on track to completing them. - Organise a Rep social alongside the Academic Reps. - Talk to Academics to further finalise the Rep training packs and our plans for the future SSLGs we will be doing.
<p>WELFARE OFFICER FOR BMB</p>	<ul style="list-style-type: none"> - 2 SSLGs coming up: Y3 next week, Y1/2 last week of term. - Surveys for all years were sent out + responses collected. - Y1 had 52 responses (Academic + Welfare combined survey)!! Y3 had more responses for Academic than Welfare, we only got 16 responses :(<ul style="list-style-type: none"> - (Next time, hopefully, we can get a combined survey here too). - Y2 reps not very responsive, but they did manage to get the survey sent out. Chae and I will have to push them to share responses + finish their reports on time. - Not sure about a rehearsal SSLG, but will be meeting with the reps (and Chae + Academics) before the SSLG. - Welcomed our newly elected Y1 Welfare Rep yayy
<p>MANAGEMENT GROUP</p>	
<p>CLUBS AND SOCIETIES CHAIR</p>	<p>Hello sorry this is so late luv u sarah</p> <ul style="list-style-type: none"> - Driving the van - Some meetings continued w Gareth re storage spaces at CX and Reynolds - Got the form from CCs re storage options they have/would like in SAF and CX - New spaces opened on 1st floor whooo <ul style="list-style-type: none"> o Have had some concerns re this esp from Dance and IC Yoga (opps) but this is now in the process of being sorted o Unfortunately we are unable to open annual RBs for these spaces, so for next term every CSP will need to submit ad-hocs for literally everything - Team <ul style="list-style-type: none"> o Worked/working w Jemmy re SMHA/SMDT (Kevin Brown gave me a tour of the Sir Alexander Fleming Museum at Mary's last week lol) <ul style="list-style-type: none"> ▪ Way ahead of progress overall on SMHA/DT ▪ Need to add in the Arts Dinner/V+A event awards before we submit lol o Worked w Hamz on finding and securing Arts Dinner; he's got a winner and we're looking goood to go (need to talk about this EP tho...) o Eric absolutely smashed V+A event; looks so good and foundations are so strong for next year

	<ul style="list-style-type: none"> ▪ Notes: should ideally sort a date and promo it from 1C+S Meeting next year ▪ Have speaker in the middle of awards, so event has something in between ▪ We originally were thinking of having some more social aspects to the night, could be incorporated next year if tix looking good ▪ Having it at Reynolds worked really nicely imo, v accessible, ticket prices were good <ul style="list-style-type: none"> - Freshers debrief, inc. what to improve re FPR and 1SN - Reynolds <ul style="list-style-type: none"> o Made SN GC w CCs and Reynolds bar staff; hopefully eases comms and allows them to talk about their views a bit better o Robert Pegg meeting: cogs are turning slowly but surely - Alumni <ul style="list-style-type: none"> o Went to the Mary's farewell thing and found a lactation station in the basement; saw Jonno I still don't think he knows who I am - Performed at RAG ball: huge slay from Chloe and team - Have been lacking on the calendar for next term Lilia sorry about that, will catch up
<p>MANAGEMENT GROUP TREASURER</p>	<p>Have been keeping up with all the eactivities stuff and answering messages Sent out SMHA / SMDT forms and have started going through applications to hopefully have outcomes sent out around Christmas so money can be used I the new year</p> <p>Have spoken with Arjun a bit about some things we want to tell clubs before annual budgeting</p>
<p>VICE CHAIR FOR SPORT AND ARTS</p>	<p>Usual eactivities jam Last cspb was fun Awesome instagram takeover All done for Arts Dinner, just need to get awards made!</p>
<p>VICE CHAIR FOR VOLUNTEERING AND ACADEMICS</p>	<p>Life since the V&A Awards</p>  <p>C&S is the best stream, couldn't have done it without them!</p>

	<p>Also big thank you to Sean and Sarah for their support, Sadhana for the pictures, and Aden, Chloe and Kete for being there ❤️ .</p> <p>The V&A awards evening went well, we sold 44 tickets and it looked like people had a good time and enjoyed the food! All I want for Christmas is for the next VCVA to feel like they can host the V&A awards with more confidence after how it went this year.</p>
ENTERTAINMENT	
ENTERTAINMENT S CHAIR	<ul style="list-style-type: none"> - Freshers' debrief completed and have discussed ideas of what future of certain events holds - Final tour date confirmed according to the form is: 7th – 9th February! Location is not confirmed and will NOT be disclosed to anyone unless you have a legal/ethical requirement to know. (SORRY but not sorry)
SOCIAL SECRETARY	<ul style="list-style-type: none"> - Finished first placement at St Peter's !! I am extremely sad it's over. - Phoenix ball prep: EP submitted for phoenix ball - Freshers' debrief - Meeting about Reynolds and how it can be improved for increased usage - Merch collection slay (well done Aden!!) - SU mocks slay (congrats to Yousuf, Bhav and Alwin!!) - Please do come to xmas potluck, and lmk if you cant make it by 4th dec! - SU secret santa underway, if you haven't drawn a name pls do <3 <ul style="list-style-type: none"> o Also please also put up a wishlist, will make people's lives slightly easier !!! - Anyone not in LO and would like to see late show with me please hmu and I will make a social out of it !! - Excited to see everyone at Carol Service on 8th Dec!! If you can make it to our orchestra concert (pls do), I will also see you there <3
RAG CHAIR	<p>Ran Diamond of the Season ball this month and gladiators sports night- went very well!</p> <p>Planned all the events next term (including RAG week) with EB and EPs submitted.</p> <p>Had a long meeting with Union RE how they want 4skins and Circle Line carried out. We discussed ideas and we are waiting for them to get back to us.</p> <p>Contacted Iain for a quote on the circle line t shirts cost so RAG can raise the PO for it</p> <p>Need to confirm Club Reynolds dates so I can relay to James from Embargos on Wednesday 4th December- meeting with him at 12pm, so to confirm those dates with him by then will be great :) thank you.</p>

Action Points and Deadlines

ACTION POINT	PERSON RESPONSIBLE	DEADLINE
Share the values survey	EVERYONE	ASAP
Aims for mentorship scheme	Lilia, Kete, Yousuf	
Advertising conversation	Yousuf, Sadhana, Sarah, Angie, Anant, Arjun, Eric, Lilia	
Promo STFYD + BMB events		
VCVA Conference discussions	Eric, Yousuf, Angie, Chae, Anant	