

PsychUP for Wellbeing

Student Advisory Board meeting – Tuesday 13 April, 10.00-12.00

Meeting minutes

<p><u>Present</u> Andrea Carstensen (Chair), UCL (AC) Srishti Agarwal, UCL (SA) Sophie Churchill, King’s College London (SC) Jordan Elliott, Imperial College London (JE) Cate Goldwater-Breheeny, ICL (CGB) Rachel Gu, UCL (RG) Annie Hata, UCL (AH) Nellia Kornilova, UCL (NK) Ritvij Singh, Imperial College London (RS) Thomas Steare, UCL (TS)</p>	<p><u>Apologies</u> None</p>
<p><u>In attendance</u> Laura Gibbon (Minutes), <i>PsychUP for Wellbeing</i> Coordinating Director, UCL (LG) Mary Sadid, <i>PsychUP for Wellbeing</i> Project Officer, UCL (MS)</p>	

Action summary

Action	Owner	Timeframe
Email sub-group preference to Emma	All	By 23/04/21
Incorporate feedback on workstream icons into the brief for the Design Unit	LG	Ongoing
Contribute to writing the presentation and consider contributing to the presentation on 25 May	All	By 14/05/21

Discussion

Item
<p>1. Welcome</p> <p>AC welcomed the Board. There were no apologies.</p>
<p>2. Minutes of the last meeting and matters arising</p> <p>Minutes accepted.</p>
<p>3. Terms of Reference review</p> <p>LG talked through some suggested changes to the Terms of Reference, for clarity and to reflect changes agreed since members were recruited. These changes were agreed.</p> <p>Outstanding issues which are to be reviewed after the joint meeting are the meeting schedule and how the student and professional Board members will work together.</p>

4. Communications strategy

LG gave a brief overview of the draft programme communications strategy, noting the range of stakeholders the programme is hoping to engage (staff members, service leads and university leaders, as well as students), to help frame the co-production strategy discussion.

5. Revisiting the co-production strategy

The majority of the meeting was spent continuing the discussion about the co-production strategy.

Sub-group membership

The Board agreed that they would develop a deeper understanding of the workstream/ theme they are linked with if the groups are permanent rather than rotating.

ACTION: Members to email their order of preferences to Emma by 23/04/21.

At the first meeting of each sub-group we will discuss the projects in more detail, including timelines, and group members' other commitments so their input can be planned.

Logistical/ tech considerations

MS presented to the group on promising tech support for the 'concentric circles' model:

- Engaging students who sign up to hear more about a workstream/ theme: Mailchimp is a popular option, as it incorporates a GDPR-compliant database and flexible/engaging options for newsletters, including embedded surveys
- Digital consultations with students in the wider community who have not registered an interest in the programme: MS Forms is likely to be the best option and it can be embedded into a UCL website page

6. Visual identity

MS presented programme graphics to the Board, as we will shortly be asking the Design Unit to consolidate our graphs. Feedback about the workstream icons was positive, with some members liking how abstract they are, although others thought the meaning of the icons could be made clearer.

ACTION: LG to incorporate feedback into the brief for the Design Unit.

7. Advisory Board meeting on 25 May

The group agreed to give a short, high level presentation of their work in the meetings so far to the professional members of the Board. It was agreed that a few Board members would give the presentation but that the whole group would write the presentation together. Members who are not presenting can chip in as needed. The specific plans and the presentation will be discussed via the group Teams channel.

ACTION: Board members to contribute to writing the presentation and to consider whether they would like to present.

8. Any other business

None.