

University of Pretoria Student Representative Council 2017/18

YEARLY REPORT *Drafted by: Ms Soraia Machado In her capacity as: Secretary*



Name: Soraia Machado		Portfolio: Secretary		Time Frame: September 2017 – December 2018	
Project:	Timeframe	Action/Activities	Outcome/Achieved Results	Recommendations/Implications for Policy/Practice)	
General Administration	Continuous	The SRC has its weekly executive and general meetings. As Secretary, I ensured that the committee room was booked and that the agenda and minutes were distributed timely amongst the SRC members. It is the responsibility of the Secretary to run the administration of the SRC and that was done successfully. Food and water were sometimes also organised for long meetings such as the CSG amendments meeting.	Successful	The Deputy Secretary and I have worked well together. We both take minutes in SRC meetings so that in the end we can consolidate what we have and give students the most accurate minutes possible.	
Code of Conduct	2018	The SRC Code of Conduct was amended and aligned with the CSG. These changes were correctly recorded in the presence of the Constitutional Tribunal members so that the Code of Conduct could be retyped the amendments.	Successful	It is recommended that the incoming SRC further amend the code of conduct to lay out the exact steps for the disciplinary procedure.	
SRC Help Desk	January 2018	I assisted daily at the SRC help desk in the beginning of the year by assisting with enrolments as well as helping students with their	Completed	At the end of each day, all reports of the cases that were dealt with were	

		residence applications. I also took register and made a timetable for SRC members to take shifts at the help desk.		handed to the Deputy President so that a final consolidated report could be made. It is recommended for next year that one Academic Representative and Residence Representative is present at each shift (morning and afternoons) to help assist with exclusions and residence placement issues as the main struggle we faced was not having access to Tuks Res directly without the Residence members being present. A
Council Member of the University of Pretoria	Continuous	The President and I were elected to represent the SRC at Council sittings. We have been at one council meeting since we have been in office. We have advocated for students such as requesting that the unnecessary money used for campus Security rather be diverted to offering cheaper food on campus and in residences.	Successful	It is recommended that each SRC member get deployed to only one structure as it would be hard to sit on both Senate and Council.
Member of the Internal SRC Disciplinary Committee	Continuous	After the SRC Code of Conduct amendments, the Deputy President, Transformation Officer and I were elected in an official SRC sitting to be part of the Disciplinary Committee. We will be dealing with any internal disciplinary issues within the SRC.	Successful	The incoming SRC must ensure that the Disciplinary Procedure in the Code of Conduct to contain exact steps for the procedure. One of the difficulties we found was attending to the cases we received within 10 days. We consulted the Constitutional Tribunal as to assist us with the meaning of “attend to” and it was recommended that the process is amended to avoid ambiguity.
Recording of the CSG amendments	Continuous	All SRC meetings that involved CSG amendments were accurately minuted. The final minutes of the meeting held with the	Completed	Both the Deputy Secretary and I minuted CSG amendment meetings

		Constitutional Tribunal with all CSG amendments is now public on notice boards and on the website.		in order for the most accurate minutes to be made.
Final editing of the CSG amendments	May 2018	After the amended CSG was sent to Tribunal and to the Office of the Vice-Principal, I edited the final version and sent it to Prof. Mosia so it could be submitted to Council for approval.	Completed	This was completed in time before the next sitting of council.
Presentation of the CSG amendments in council	July 2018	The president and I presented the CSG amendments in council for approval along with Prof. Mosia. This was so that the CSG could be amended and approved before the new SRC elections.	Successful	The president and I were equipped to deal with any questions that council members may have had regarding the CSG amendments.
Mass Meeting	May 2018	The mass meeting was held in the piazza to get a general feedback from students on the issues they may face	Completed	The mass meeting was not constitutionally constituted due to the fact that not all SRC Executive members not being present. However, the concerns of students were noted. The mass meeting also had to be rescheduled several times due UP management being reluctant to letting us have the meeting. The incoming SRC Secretary should work with the Director of Student Affairs to ask for assistance to get permission for such a mass meeting.
External Mass Meetings	Continuous	Part of the SRC's goal was extending the reach of the SRC to external campuses by having mass meetings on these external campuses. I booked venues on Groenkloof and Prinshof campus as well as OP.	Unsuccessful	The University denied my request for such meetings on external campuses due to security reasons
Official Notice Board outside Roosmaryn	Continuous	I have used the notice board outside Roosmaryn to display the SRC contact details, POAs, events and SRC minutes. This will assist with accessibility and transparency.	Still in Progress	I would recommend that the newly SRC obtain a key to lock the notice board to ensure that only official SRC communication is made on the board as it is difficult to maintain the board if people are constantly posting posters over SRC notices in the board.

I, Soraia Machado, in my capacity as the SRC Secretary hereby confirm the contents of this report as a true reflection of the action(s)/activities(s) that were completed during my SRC Term of Office for the 2018 Academic Year.



27 September 2018

Soraia Machado

SRC Secretary 2018

Date