

KPA Officer Monthly Report

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KPA President



Executive Summary of paper:

- KPA strategy and governance Update
- Committee Training
- (December, January) KPA Events & Activities
- Update from our Vice President
- Update from Association Secretary

First, I would like to extend a warm welcome to our new External Trustee, Rob Meredith, and our new External Advisor Martin Marco. Rob brings a wealth of experience from his previous role as a KPA Elected Officer and has valuable experience working at Keele University as Global Opportunities Officer, having previously worked in Careers and Employability. He has a deep understanding of the University and KPA's role within it. We look forward to collaborating with him. Martin, with his recent experience at York Graduate Student Association as a Research Coordinator and Representation & Democracy Coordinator, has a good understanding of democracy, postgraduate elections and how to simplify them and promote more meaningful engagement. We are excited to have them both on our team and look forward to their input and advice.

KPA strategy and governance:

Since the start of my term as KPA president, we have conducted a series of strategic meetings with trustees, officers, and university senior management for remodeling the KPA to achieve more sustainable support from Keele University that align with our new strategic themes that are:

- Support students who are facing loneliness and isolation.
- Create opportunities for students to improve their employability.
- Review our Governance and Democratic activities to ensure we are the authentic PG Voice.

Key constitution changes that align with our new Strategic Themes are:

- We have removed all references to the President serving as the CEO, as having one person hold all three major roles (President, Chair, CEO) poses a significant risk to the charity.
- Elections and Referendum have had a complete re-write, mainly over the role of the Returning Officer. The new bye-laws follow others SUs in taking decisions around elections out of the hands of students. It suggests appointing an external RO and making DRO a member of the KPA staff. There are also changes to the process of complaints and the removal of the appeals process.
- General Meetings have been streamlined to make them easier to facilitate and chair. They have also been designed to be simple for students to engage with.
- Rather than the Board being the interpreter of this Constitution and Bye-Laws, which can create ambiguity, that role now falls on the President.
- Bye-Laws created for petitions and referenda.
- A new student trustee position has been added to the trustee board, at least one, with a maximum of two, Student Trustees, will be either appointed by the Trustee Board or elected in accordance with relevant Bye-Laws
- The percentage of our members that we would need to specify for quoracy for various things has been changed.

Committee Training

We have conducted several training sessions for our officers, As we now have a full committee and all members are considered international students, we felt the need to ensure all of the committee is well equipped to communicate their needs, aims, and campaigns to our members. The list of training sessions we have conducted since December are:

Keele Postgraduate Association Officer Training (2 days at Keele Hall):

We have attended 2 days of Bootcamp training by Stephen Dowson from Stand & Be Counted for Professional Training and Coaching where we learn how to understand leadership styles and how to campaign and understand our roles and the KPA role better to achieve the charitable objective, we had positive feedback from all of our officers and I would recommend having similar training for the next committee too.

Officers' Social Media Training session:

This training session offered by Keele Marketing covered a variety of topics related to social media, including how to create effective posts, the appropriate language to use, and strategies for increasing engagement with an audience on social media platforms.

Officers KPA Communications Workshop:

Keele Organizational Development will offer a communication workshop for KPA officers on January 25th. Learning objectives of the workshop include understanding and explaining the communications process, recognizing potential barriers to communication and how to overcome them, understanding and using various communication approaches, putting together a presentation, and describing practical methods for keeping accurate records.

In Addition, I have finished this three professional training course programs since December that provided me with more support and knowledge on managing KPA staff and various activities:

- Project Management Professional - PMP - (PMI)
- Business Analysis Professional - BAP - (PMI)
- Agile Project Management – (Google)



Photo of committee members after we have completed one of our training sessions.

(December, January) KPA Events & Activities: Due to the increased cost of living and the hardship it has caused among our membership, we have chosen to keep the KPA open during the holidays since last December holidays. All our major activities are listed below, and I would like to thank the clubhouse staff and the KPA committee for their fantastic job in organising the events and the university management for their support. We have hosted more than 32 social events, 8 postgraduate fruitful sessions, 8 coffee mornings and 3 online drop-in sessions in the last two months meaning more than 50 events at the KPA clubhouse and Keele University facilities, and now we are organising additional and diverse events for students in February.

Hello December

KPA EVENTS CALENDAR

Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday
1ST XMAS DECORATION MAKING CLASS				5TH GIFT MAKING CRAFTCLASS	6TH FESTIVE QUIZ NIGHT	
	9TH XMAS KARAOKE		11TH ELH HUNT @ KEELE HALL	12TH STOCKING MAKING CRAFT CLASS		
15TH HOLIDAY GAB PACKS @ LAST PG BREAKFAST	16TH KPA CHRISTMAS PARTY NIGHT	17TH FESTIVE COOKE DECORATING	18TH GET TO KNOW BRITISH XMAS	19TH SHOPPING TRIP TO CHESTER	20TH DINGERBREAD HOUSE DECORATING	
	23RD VIRTUAL BROWNIE MAKING CLASS	24TH CHEESE & WINE EVENING	25TH XMAS DAY BRUNCH			28TH CHOCOLATE TASTING CLASS
	30TH MOCKTAIL MASTERCLASS	31ST KPA BIG NYE PARTY				

JANUARY EVENTS

- 13 JAN LOHRI CELEBRATION
- 19 JAN PG WELCOME BREAKFAST
- 20 JAN KARAOKE NIGHT
- 21 JAN MEXICAN NIGHT
- 22 JAN CHINESE NY CRAFTS
- 23 JAN SPEED FRIENDING
- 24 JAN WRITING RETREAT
- 25 JAN KPA GOES TO MANCHESTER
- 26 JAN COFFEE MORNING
- 26 JAN GLASS BOTTLE CRAFT CLASS
- 27 JAN BOY'S PARTY NIGHT
- 28 JAN WALK WITH COMMITTEE

Keep an eye on our socials for further event details

@kpa@keele



Our VP Rachana Dhaka with our Activity officer Aadish Gangwal organizing an amazing Lohri Event for Keele Postgraduates at the KPA clubhouse!

Measuring Officer Performance with Task Management and Collaboration Tools

At the KPA we have recently started using new systems to measure the performance of our officers. This service allows us to set specific tasks and goals for each officer and track their progress in completing those tasks. It also allows us to assign specific deadlines for each task, which helps us stay organized and on schedule. Additionally to collaborate more on tasks and projects in real-time, which helps with communication between officers and other team members. Overall, it has been valuable in helping us stay on track and achieve our goals as an organization.

Other Meetings and committee work that I have been involved in since December:

- Campaigns and Events Monthly Meetings
- Honorary Degrees Committee Meeting
- Keele Doctoral Academy (KDA) Meetings
- PVC Education/Sabbs drop-in.
- PVC Research catch-up meetings on research opportunities and support for PGRs.
- Monthly Catch-up meetings with the VC office.
- Regular Meetings with KPA Staff and committee members.

Update from our Vice President:

In recent months, I have been engaged in various initiatives aimed at supporting and serving the postgraduate students at Keele University. Some of my key activities include:

- Attending meetings with the university's education committee, updating them on the academic and mental health challenges faced by students, and presenting students' feedback to the quality assurance teams.
- Providing support for students facing cultural conflicts and domestic violence, by connecting them with the student services and mental health team.
- Participating in disciplinary committees related to PG students and providing guidance to students facing mental health and accommodation issues.
- Organizing weekly online drop-in sessions for PG students and participating in committee training programs.
- Working with the KPA events and campaigns team to plan and organize inclusive and interactive events.
- Connecting with students through induction sessions, participating in KPA events, and organizing the Lohri festival event.
- Restarting the KPA YouTube channel to improve communication with students and seeking feedback to improve KPA services.
- Assisting the new secretary and working on ongoing projects such as planning welcome events for PG students, improving accessibility to the KPA office, and increasing student engagement through social media.

Update from Association Secretary

Since joining as the new secretary on December 1st, I have taken on all responsibilities of the role, including organizing morning meetings, addressing student concerns, and drafting the weekly digest. With my experience in student support and strong organizational and communication skills, I am confident in my ability to contribute to the association's smooth operation. Additionally, I am organizing a range of academic and social events for the first week of term, such as a research showcase, campus tour, and meet the committee evening. These events aim to provide a balanced mix of options that help new starters form connections and ease into life at Keele. I look forward to making a positive impact in my new role and supporting the team in communication and other needs.