

Meeting:	<b>Leadership Committee</b>		
Location:	<b>Microsoft Teams Meeting</b>		
Date & Time:	<b>Monday 19<sup>th</sup> October 2020 at 2.30pm</b>		
<b>Present:</b>			
Freya Jackson	Community Officer ( <i>Chair</i> )		
Francesco Masala	President ( <i>Joined under item 9</i> )		
Fritz Ho	Postgraduate Officer		
Annie Willingham	Education Officer		
<b>In attendance:</b>			
Gregory Noakes	Governance & Executive Support Manager ( <i>Secretary</i> )		
Andrew McLaughlin	Chief Executive		
Mandy Wilson-Garner	Deputy Chief Executive		
Michael Dalton	Head of Commercial-Venues & Events ( <i>Joined under item 9</i> )		
Item			
1.	<b>Apologies for absence</b>		
	<b>Name</b>	<b>Reason</b>	<b>Accepted</b>
	Tom Sawko	Annual Leave	Yes
	Francesco Masala	Interviews	Yes
2.	<b>Notice of any other business</b>		
	The following item was identified for discussion under any other business: 1) Bars weekend opening times.		
3.	<b>Declaration of conflict of interest</b>		
	No conflicts of interests were declared in any items on the agenda.		
4.	<b>Minutes of the previous meeting and matters arising</b>		
	The Committee received a report on minutes of the previous meeting and matters arising ( <i>See R1 of the Committee reports</i> ).		
	They approved the previous minutes for the Chair to sign and noted that the following matters were still to be actioned:		
	<b>ACTION: The Insight &amp; Engagement Manager to provide a brief update to Leadership Committee in December on how effective the changes to ISA and PGA have been.</b>		
5.	<b>Strategy and Performance Monitoring</b>		
	The Committee received a report on strategy and performance monitoring ( <i>See R2 of the Committee reports</i> ).		
	The Committee discussed the Student Life Pulse survey and how this data could be used effectively within The SU. It was noted that term time data appeared to capture the impact of University strike action on student satisfaction.		
	<b>QUESTION:</b> The Chair asked if there was room on the survey for students to include more detail with their responses.		

	<p><b>ANSWER:</b> The Chief Executive explained that now the survey had been brought in-house the Insight &amp; Engagement Manager would be able to include it in future surveys.</p> <p><b>QUESTION:</b> An Officer asked about the 56% positive response to the question on ‘Overall, how satisfied or dissatisfied are you with your SU?’</p> <p><b>ANDWER:</b> The Chief Executive explained that this was a very good result compared to the other Student Unions that had participated in the external survey.</p>
6.	<p><b>Project/Campaign Management</b></p> <p>The Committee received a report on project/campaign management (<i>See R3 of the Committee reports</i>).</p> <p><b>1) Active Travel Client Brief</b></p> <p>The Committee approved the project to proceed and agreed to appoint the Club Development Officer as the project manager.</p> <p><b>2) Student Group Restructure Project</b></p> <p><b>QUESTION:</b> The Chair asked for clarification on what would happen to By-Elections.</p> <p><b>ANSWER:</b> The Secretary explained that By-Elections would be replaced by co-option. The minimum requirement would be for the Student Group to elect three committee members. They would then elect their own Chair and, where necessary, treasurer. If they then wanted more committee members they would be able to appoint these via co-option.</p> <p><b>QUESTION:</b> An Officer asked what would happen if members of Student Groups ‘rigged’ their committees.</p> <p><b>ANSWER:</b> The Chief Executive explained that if The SU received a report suggesting this had happened there would be an investigation which could lead to disciplinary outcomes.</p> <p>The Committee approved the project to proceed and confirmed the following:</p> <ul style="list-style-type: none"> <li>• Client: Sport Officer;</li> <li>• Sponsor: Chief Executive;</li> <li>• Project manager: Governance &amp; Executive Support Manager.</li> </ul> <p><b>3) Student Union Standpoints Project</b></p> <p>The Secretary advised that since the papers had been released there had been a slight change to the project timeline but that it should still be completed on time.</p> <p>The Committee approved the project to proceed and confirmed the following:</p> <ul style="list-style-type: none"> <li>• Client: Community Officer;</li> <li>• Sponsor: Chief Executive/Head of Student Voice and Engagement;</li> <li>• Project manager: Governance &amp; Executive Support Manager.</li> </ul> <p><b>4) Trustee Recruitment Project</b></p> <p>The Chief Executive reported that there had been a change to the scope of this project since it was last discussed. Following conversations with Ruqia Osman (<i>Former Education Officer</i>) it had been agreed to expand recruitment to include BAME students as opposed to narrowing it down to just black students.</p>

	<p>There is a lot of work that needs to be done to increase the diversity of the Board and this will need to happen over the next several appointments. As part of this it will be essential to recruit a black Trustee. The Board will have to be accountable for achieving this piece of work. Having a diverse Board will ensure that The SU is able to better respond to the needs of the student population as a whole.</p> <p>The Committee discussed the Trustee application pack and agreed that more work was required to communicate to students what they would get out of the role. It was agreed that a short video with past Officers explaining what they got from the role might be a better way of communicating this.</p> <p>The Secretary advised that if they wished to pursue this it would require changes to the project timeline, a shift of about two weeks, to allow for development time to create the video. This would be possible to do and still complete the project in line with the original deadline of 10/12/2020.</p> <p>The Committee approved the project to proceed, subject to their amendments, and confirmed the following:</p> <ul style="list-style-type: none"> <li>• Client: President;</li> <li>• Sponsor: Chief Executive;</li> <li>• Project manager: Governance &amp; Executive Support Manager.</li> </ul> <p><b>ACTION: Amendments to be made to Trustee Recruitment Project plan and re-circulated to Leadership Committee via email for information.</b></p>
7.	<p><b>Governance</b></p> <p>The Committee received a report on Governance <i>(See R4 of the Committee reports)</i>.</p>
8.	<p><b>Chief Executive Recruitment</b></p> <p>The Committee received a report on Chief Executive recruitment <i>(See R5 of the Committee reports)</i>.</p>
9.	<p><b>Any other business</b></p> <p>The following item had been previously identified for discussion under any other business. <i>(The President and Head of Commercial-Venues &amp; Events joined the meeting at this point)</i></p> <p>1) Bars weekend opening times</p> <p>The Committee discussed changing the opening times for Bars at the weekend and agreed that at this time they felt reluctant to do so for the following reasons:</p> <ul style="list-style-type: none"> <li>• Winter might drive students indoors and they would need space to occupy;</li> <li>• It might not be clear to students that the bars were open at this time because the lower part of the student centre would present a closed appearance;</li> <li>• It wasn't clear where students were at this time and what they were doing.</li> </ul> <p>The Head of Commercial-Venues &amp; Events explained that traditionally weekends had not been a large source of income but with the income from Club Nights they could afford to take a slight hit. Now without Club Nights they needed to be prioritising savings where they could and this was one potential area where it could be achieved. They noted the amount that they would need to make to break even during these hours.</p>

The Committee agreed that further work needed to be done to try and draw students into the venue during this time before they were prepared to consider changing opening times. If this space was to be closed the University would also need to be consulted to check what impact this would have on the available spaces open to students at this time.

**ACTION: The Chief Executive, Head of Commercial-Venues & Events, Community Coordinator and Marketing & Communications Manager to explore activities that might draw more students into the venue during these times.**

The meeting ended at 4pm.

Item number	Action
4	The Insight & Engagement Manager is to provide a brief update to Leadership Committee in December on how effective the changes ISA and PGA have been.
6	Amendments to be made to Trustee Recruitment Project plan and re-circulated to Leadership Committee via email for information.
9	The Chief Executive, Head of Commercial-Venues & Events, Community Coordinator and Marketing & Communications Manager to explore activities that might draw more students into the venue during these times.