

Meeting:	Leadership Committee
Location:	Microsoft Teams Meeting
Date & Time:	Wednesday 9th December 2020 at 3.30pm
Present:	
Freya Jackson	Community Officer (<i>Chair</i>)
Francesco Masala	President
Fritz Ho	Postgraduate Officer (<i>Present for items 5.1 – 6.2</i>)
Tom Sawko	Sport Officer
Annie Willingham	Education Officer
In attendance:	
Gregory Noakes	Governance & Executive Support Manager (<i>Secretary</i>)
Andrew McLaughlin	Chief Executive
Mandy Wilson-Garner	Deputy Chief Executive
Polly Hawker	Head of Activities
Helen McHenry	Head of Finance
Charlie Slack	Head of Student Voice & Engagement
Amy Young	Insights & Engagement Manager (<i>Present for items 1 - 5.1</i>)
Kelly Macrae	Office 365 Adoption Manager (<i>Joined under item</i>)
Linda Parkinson	Office 365 Adoption Manager (<i>Joined under item</i>)
Item	
1.	Apologies for absence All Committee members were present for the meeting.
2.	Notice of any other business No items were identified for discussion under any other business.
3.	Declaration of conflict of interest No conflicts of interests were declared in any items on the agenda.
4.	Minutes of the previous meeting and matters arising The Committee received a report on the previous meeting (<i>See R1 of the Committee reports</i>). They approved the previous minutes and noted that there were no matters arising.
5.	Strategy and Performance Monitoring
5.1.	Student Life Survey The Committee received a report on Student Life Survey (<i>See R2 of the Committee reports</i>). QUESTION: An Officer asked how the survey works? ANSWER: The Insights & Engagement Manager explained that monthly surveys are taken throughout the year which are reported to the Leadership Committee. At the end of the year all the results are compiled into a single end of year report. The purpose is to help The SU identify and address areas where it appears to be underperforming.

QUESTION: An Officer asked how does The SU account for the differences in the number of responses received monthly when determining if there has been an increase or not.
ANSWER: The Insights & Engagement Manager explained that this was currently difficult to do because this was the first year The SU had done it this way. Next year this would be easier to do as The SU would have a year's worth of monthly data to compare back to.

(The Postgraduate Officer joined the meeting at this point)

The Committee discussed the 11% drop in percentages for the *'I know how to contribute more to the community I am a part of'* between the October and November surveys. This was considered surprising given the high number of student voice activities that had taken place during this period. It was agreed that The SU needed to get better at communicating to its members the ways in which they influenced the decisions of The SU.

The Chief Executive explained that this report was the essential report for monitoring the performance of The SU. Going forward this might also be used by the Committee to help identify particular areas for more specific research to be carried out on.

(The Insights & Engagement Manager left the meeting at this point)

5.2. **Complaints & Student Member disciplinary**

The Committee received a report on Complaints & Student Member disciplinary (*See R3 of the Committee reports*).

5.3. **External Speakers**

The Committee received a report on External Speakers (*See R4 of the Committee reports*).

5.4. **SU Alumni Grant**

The Committee received a report on SU Alumni Grant (*See R5 of the Committee reports*).

The Head of Activities reported that The SU needs to make sure that it spends the full alumni grant before the end of the academic year. If this is not achieved The SU may see a reduced grant next year. Therefore it is being proposed that The SU spend some of this money on some of its projects that will be of benefit to students such as the 1 East Meeting room refurbishment.

The Head of Activities explained that historically most applications The SU receives for this grant come predominately from the sports clubs. They noted that any student group can apply for this and that they were keen to see an improvement in both range and quality of applications coming in.

QUESTION: An Officer asked for more details regarding the £420 that was approved.
ANSWER: The Secretary explained the column recording the student groups the applications came from had accidentally been missed out of the report. The £420 had been given to Bath time to help them get an online digital platform to publish their issues.

5.5. **Annual Planning Round**

The Committee received a report on Annual Planning (*See R6 of the Committee reports*).

The Chief Executive explained that this was the time of the year when budget managers would be thinking about their area's priorities for the next year. This was therefore an

	<p>opportunity for the Officers to give input into what they believed should be the strategic priorities for areas.</p> <p>The Chief Executive explained that immediate priorities for budget managers should be to continue to make savings wherever they can. While it was looking increasingly like The SU would see through the year with the help of its reserves it was important to start generating surplus budget to restore the reserves to pre COVID-19 levels. Therefore the current restrictions in place such recruitment freezes would remain for the foreseeable future.</p> <p>The Head of Finance reported that they were confident that once The SU could resume club nights again it would start turning over a profit that would help to quickly restore the reserves to pre COVID-19 levels. They noted that The SU was financially doing a lot better than other Student Unions in the sector with many others having to make staffing cuts.</p> <p>The Committee discussed the need to recognise student leaders differently this year as they would not be getting a hoody. The reasons for this would need to be clearly communicated to them and another way of celebrating their contributions found. Whatever was agreed would need to be applied consistently across The SU.</p> <p>The Committee thanked the Head of Finance for the hard work they had done during this difficult financial year.</p>
<p>6.</p> <p>6.1.</p> <p>6.2.</p> <p>6.3.</p>	<p>Project/Campaign Management</p> <p>Harm Reduction Campaign</p> <p>The Committee received a report on Harm Reduction Campaign (See R7 of the Committee reports).</p> <p>The Chief Executive noted that they had sent some feedback previously for this client brief about the need to link this piece of work to the strategy in terms of what The SU is getting from it. This piece of work would contribute to The SU strategic objective of helping to build student communities. However, the client brief needed to better highlight this.</p> <p>The Deputy Chief Executive noted that The SU needed to be mindful about how much resource it commits to this joint project as without the University it wouldn't be able to sustain it long term.</p> <p>ACTION: President to amend client brief and share with committee for decision without a meeting.</p> <p>Impact Reporting Project</p> <p>The Committee received a report on Impact Reporting Project (See R8 of the Committee reports).</p> <p>The Committee approved the project to proceed and agreed that a business case was not necessary.</p> <p><i>(The Office 365 Adoption Managers joined the meeting and the Postgraduate Officer left the meeting at this point)</i></p> <p>Previously Approved Projects</p>

	<p>The Committee received a report on Previously Approved Projects (<i>See R9 of the Committee reports</i>).</p> <p>The Committee confirmed that it approved the Active Travel project plans for how the £10,000 given by the University was being proposed to be spent.</p>
8.	<p>Strategy and Performance Monitoring (<i>this agenda item was brought forward for discussion</i>).</p>
8.1.	<p>Statement of Work</p> <p>The Committee received a report on Statement of Work (<i>See R11 of the Committee reports</i>).</p> <p>The Office 365 Adoption Managers explained the statement of work to the Committee and noted that there was a limited window of opportunity for this taking place if The SU wanted to proceed.</p> <p>The Committee discussed and agreed for this piece of work to proceed recognising that it would bring many benefits to staff.</p> <p>ACTION: Deputy Chief Executive to oversee arranging a time for the Office 365 work to be carried out.</p> <p>The Chair thanked The Office 365 Adoption Managers for attending the meeting.</p> <p><i>(The Office 365 Adoption Managers left the meeting at this point)</i></p>
7.	<p>Governance</p>
7.1.	<p>The Committee received a report on making changes to the Activity Officer Role (<i>See R10 of the Committee reports</i>).</p> <p>The Committee discussed and agreed to the proposed changes. This change would need to be clearly communicated out to potential candidates standing for election to this role.</p>
9.	<p>Any other business</p> <p>No items had been previously identified for discussion under any other business.</p>

The meeting ended at 5pm

Item number	Action
6.1	President to amend client brief and share with committee for decision without a meeting.
8.1	Deputy Chief Executive to oversee arranging a time for the Office 365 work to be carried out.