

LEADERSHIP COMMITTEE REPORTS						
From	Period start date			To	Period end date	
	10	02	2021		14	04
Overview of Charity's key details						
Charity name:	The University of Bath Students' Union					
Other names:	The SU					
Charity number:	1143154					
Charity address:	The SU Bath, University of Bath, Claverton Down, Bath, BA2 7AY					
Governing document:	Articles of Association					
Constitution:	Unincorporated association					
Details of Charity's professional services						
Bank name:	National Westminster Bank Plc					
Bank address:	39 Milsom Street, Bath, BA1 1DS					
Auditor name:	RSM UK Audit LLP					
Auditor address:	Hartwell House, 55 – 61 Victoria Street, Bristol, BS1 6AD					
Committee Membership						
Trustee name	Office	Start date	End date	Appointment		
Francesco Masala	President	02/07/2019	28/06/2021	Elected by Members		
Annie Willingham	Education Officer	29/06/2020	28/06/2021	Elected by Members		
Ka Ho Ho	Postgraduate Officer	29/06/2020	28/06/2021	Elected by Members		
Freya Jackson	Community Officer	29/06/2020	28/06/2021	Elected by Members		
Tom Sawko	Sport Officer	02/07/2019	28/06/2021	Elected by Members		

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PURPOSE

To review the register of interests and identify any conflicts of interests in any items on the agenda.

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REPORT**1. BACKGROUND**

- 1.1. The register of interests exists to record the current and past interests of Trustees (*including partners, family members and close friends*) that may potentially influence their ability to make decisions in the best interests of The SU.
- 1.2. In the event that a Trustee becomes aware of an interest that they have not declared on the register they should inform The SU as soon as practical so that it can be updated.
- 1.3. It is the responsibility of Trustees to declare potential interests as and when such matters arise at meetings. Failure to declare an interest which is later found to have unfairly influenced your decisions making may be grounds for removal from the Board in serious cases.
- 1.4. For the purposes of transparency and accountability the register of interest will be reviewed quarterly and published as part of these papers on the website.

ACTIONS

- 1.5. Trustees are asked to review the registered interests and declare any possible conflicts of interests a trustee may have in any item on the agenda (*whether listed on the register or not*).
- 1.6. In the event of any disagreement, Article 104 of the Articles of Governance states '*If any question arises as to whether a person has a conflict of interest, the question shall be decided by a majority decision of the others present and voting at the meeting*'

CONTACT:	Gregory Noakes (Governance & Executive Support Manager)	Telephone: 01225 386362 E-Mail: g.d.noakes@bath.ac.uk
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APPENDIX 1: REGISTER OF INTERESTS

Trustee	Name of organisation	Nature of organisation	Nature of Interest	Date of appointment	Ended	Date of entry
Rob Clay	Constellation Software Inc	Software	Director/employee	January 2007		21/06/2018
Marian McNeir	Friends of Victoria Art Gallery	Charity	Trustee			21/06/2018
Jordan Kenny	University of Roehampton	University	Employee	01/08/2016		19/12/2019
Kate Aldridge	University of Bath	University	Gold Scholar Programme – Mentor and Donor	10/2018		24/11/2019
Valerie Copenhagen	-	-	-	-	-	-
Alexander Robinson	University of Bath	University	Student (<i>Civil Engineering and Architecture</i>)			18/11/2019
Francesco Masala	University of Bath	University	Council Member	29/06/2020		30/11/2020
	Office for Students	HE Regulator	Student Panel Member	31/07/2020		01/09/2020
Annie Willingham	University of Bath	University	Council Member	29/06/2020		29/06/2020
Freya Jackson	-	-	-	-	-	-
Ka Ho Ho	-	-	-	-	-	-
Tom Sawko	-	-	-	-	-	-

Trustee	Gifts received in relation to your involvement with The SU	Approximate value	Date received	From who	Date of entry
Rob Clay	-	-	-	-	-
Marian McNeir	-	-	-	-	-
Jordan Kenny	-	-	-	-	-
Kate Aldridge	-	-	-	-	-
Valerie Copenhagen	-	-	-	-	-
Alexander Robinson	-	-	-	-	-
Francesco Masala	-	-	-	-	-
Annie Willingham	-	-	-	-	-
Freya Jackson	-	-	-	-	-
Ka Ho Ho	-	-	-	-	-
Tom Sawko	-	-	-	-	-

PURPOSE

To:

- approve the minutes of the previous meeting;
- inform the committee of the outcome of actions arising from that meeting;
- note any decision that have been made by the committee since without a meeting.

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Pages 1: Report

Pages 2-5: Appendix 1: Leadership Committee minutes

REPORT

2. MINUTES OF THE PREVIOUS MEETING

- 2.1. The minutes of the previous meeting are attached as appendix 1 and require the committees approval before being signed by the Chair.
- 2.2. If any committee members have any amendments can they please email these to the committee secretary before the meeting. Any amendments made will be noted to the committee at the meeting.

3. OUTCOME OF ACTIONS ARISING FROM THE PREVIOUS MEETING

3.1. The table below reports on actions arising from previous meetings:

Action	Update
President to amend client brief and share with committee for decision without a meeting.	To be actioned
Deputy Chief Executive and Insights & Engagement Manager to work on staff survey for KPIs.	To be actioned
Spaces project to submit SU alumni grant application for money to spend on SU spaces.	To be actioned

4. DECISIONS MADE BY THE COMMITTEE WITHOUT A MEETING

4.1. There have been no decisions made by the committee without a meeting.

CONTACT:	Gregory Noakes (Governance & Executive Support Manager)	Telephone: 01225 386362 E-Mail: g.d.noakes@bath.ac.uk
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APPENDIX 1: LEADERSHIP COMMITTEE MINUTES

Meeting:	Leadership Committee		
Location:	Microsoft Teams Meeting		
Date & Time:	Wednesday 10th February 2021 at 1pm		
Present:			
Fritz Ho	Postgraduate Officer (<i>Present for items 1 - 6.2</i>)		
Tom Sawko	Sport Officer (<i>Acting Chair</i>)		
Annie Willingham	Education Officer		
In attendance:			
Gregory Noakes	Governance & Executive Support Manager (<i>Secretary</i>)		
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>)		
Item			
1.	Apologies for absence		
	Name	Reason	Accepted
	Francesco Masala	Another meeting	Yes
	Freya Jackson	Another meeting	Yes
	The Sport Officer was elected as acting Chair for this meeting only.		
2.	Notice of any other business		
	The following item was identified for discussion under any other business:		
	1) Access to SU activities for Students post viva		
3.	Declaration of conflict of interest		
	The Committee received a report on the Trustees' register of interests (<i>See R1 of the Committee reports</i>).		
	No Trustees present had any conflict of interest to raise relating to any items of business.		
4.	Minutes of the previous meeting and matters arising		
	The Committee received a report on the previous meeting (<i>See R2 of the Committee reports</i>).		
	They approved the previous minutes and noted the following action was still to be completed:		
	ACTION: President to amend client brief and share with committee for decision without a meeting.		

	<p>ACTION: Deputy Chief Executive and Insights & Engagement Manager to work on staff survey for KPIs.</p> <p>ACTION: Spaces project to submit SU alumni grant application for money to spend on SU spaces.</p>
5.	<p>Strategy and Performance Monitoring</p>
5.1.	<p>Student Life Survey</p> <p>The Committee received a report on Student Life Survey (<i>See R3 of the Committee reports</i>).</p> <p>The Committee formally thanked the Insights & Engagement Manager for making the previously requested changes. They agreed that the new report format made it much easier to interpret the data.</p> <p>QUESTION: A Committee member asked about the high percentage response given to question 18 and whether there needed to be more signposting or if this was normal for this time of year.</p> <p>ANSWER: The Insights & Engagement Manager explained that this was a normal time of the year when students began to worry about career prospects.</p> <p>A Committee member noted the high percentage response to question 22 and raised the possibility of using this data to highlight this issue to the University.</p> <p>ACTION: Data to be looked at in detail at voice team meeting to identify data that could be used to raise issues with the University.</p> <p><i>(The Insights & Engagement Manager left the meeting at this point)</i></p>
5.2.	<p>Complaints & Student Member disciplinary</p> <p>The Committee received a report on Complaints & Student Member disciplinary (<i>See R4 of the Committee reports</i>).</p>
5.3.	<p>External Speakers</p> <p>The Committee received a report on External Speakers (<i>See R5 of the Committee reports</i>).</p>
5.4.	<p>SU Alumni Grant</p> <p>The Committee received a report on SU Alumni Grant (<i>See R6 of the Committee reports</i>).</p> <p>The acting Chair reported that they would be promoting the alumni fund to student groups for one further round of applications. After this the remaining amount would be used on the Spaces project.</p> <p>The Secretary noted that the Backstage alumni fund application had been approved since papers sent out and the current total of funds remaining was £13,648.</p>
6.	<p>Project/Campaign Management</p>
6.1.	<p>Current Projects</p>

<p>6.2.</p>	<p>The Committee received a report on current projects (<i>See R7 of the Committee reports</i>).</p> <p>The acting Chair reported on the Active travel project. They explained that the £10,000 would be spent this year but that they would not be seeking a replenishment from the University next year. This was because the University Advisory Sustainable Travel group (<i>which included SU representatives</i>) was better equipped to do this going forward.</p> <p>The acting Chair reported on the Spaces project. They explained that they had consulted with the Heads of Department and identified two key priorities for spending. These were signage and video conferencing tech. How much this would cost would need to be confirmed before an application was submitted to the alumni fund. A project brief would likely be submitted to a future meeting of Leadership Committee for approval.</p> <p>Student Groups Project</p> <p>The Committee received a report on current projects (<i>See R8 of the Committee reports</i>).</p> <p>QUESTION: The acting Chair asked why these options had been chosen post-student consultation.</p> <p>ANSWER: The Head of Activities explained that they believed this was the best approach to take following the consultation. It was clear from consultation that the current Student Group model favoured big groups at the expense of smaller groups. The only option left now was to test it and see if it makes a positive difference.</p> <p>QUESTION: The Head of Student Voice & Engagement asked how The SU would monitor Student Groups to ensure that their purposes did not change over time i.e. society to P&A.</p> <p>ANSWER: The Secretary explained that the original email that the Student Group signed up with would have to be kept. In the event that a Student Group’s purpose began to change the Executive Committee would have to review its affiliation to the area. They noted that the existence of a constitution did not in itself prevent Student Group’s purposes from changing as these were largely ignored or misunderstood.</p> <p>The Committee discussed and agreed that they felt there was a need for further consultation on this before it was rolled out across all Student Groups. It was therefore decided that Student Groups would be invited to sign up to the new model for 2021/22 and, following a trial run, the Leadership Committee would review the decision at the end to decide whether to adopt for all Student Groups.</p> <p><i>(Postgraduate Officer left the meeting at this point)</i></p> <p>[The Committee became inquorate from this point onwards and no formal decisions could be made except via decision without a meeting]</p>
<p>7.</p> <p>7.1.</p>	<p>Governance</p> <p>Society Cap and Disaffiliations</p> <p>The Committee discussed and agreed that this should be recommended for decision without a meeting.</p> <p>Those Committee members present supported adopting the recommendations made within the report.</p>

8.	<p>Any other business</p> <p>The following item had been previously identified for discussion under any other business:</p> <p>1) Access to SU activities for Students post viva</p> <p>The Head of Student Voice & Engagement explained that following completion of viva many Students lost access to SU activities as their details were not kept.</p> <p>The Committee discussed and agreed that this should be looked into.</p> <p>ACTION: Governance & Executive Support Manager to consult with Web Developer and Digital Technology Lead on the matter of access to SU activities for Students post viva.</p>
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The meeting ended at 2.10pm

Item number	Action
4	President to amend client brief and share with committee for decision without a meeting.
4	Deputy Chief Executive and Insights & Engagement Manager to work on staff survey for KPIs.
4	Spaces project to submit SU alumni grant application for money to spend on SU spaces.
8	Governance & Executive Support Manager to consult with Web Developer and Digital Technology Lead on the matter of access to SU activities for Students post viva.

PURPOSE

To report on the strategy's key performance indicators and survey results, specifically the monthly Student Life Survey.

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- Page 1-2: Report
- Page 3-5: Appendix 1: Student Life Survey data and analysis
- Page 6: Appendix 2: Background, methodology and response rates of Student Life Survey

REPORT

1. STRATEGY KEY PERFORMANCE INDICATORS

1.1. The SU Strategy KPIs included in the Student Life Survey are reported below:

		19/20 YEAR AVE	OCT 2020	OCT 2020 AVE	NOV 2020	NOV 2020 AVE	DEC 2020	DEC 2020 AVE	TERM 1 AVE	JAN 2021	JAN 2021 AVE	FEB 2021	FEB 2021 AVE	MAR 2021	MAR 2021 AVE	TERM 2 AVE
Growing community – students FEEL part of something	I feel that my contribution to The SU matters	26%	31%	47%	36%	52%	31%	47%	49%	26%	42%	23%	45%	24%	38%	42%
	I feel a sense of belonging	48%	58%		61%		57%			52%		56%		51%		
	I feel part of a community	52%	53%		59%		53%			47%		57%		39%		
Inspiring change – students KNOW how to make change	I know how to influence the decisions and actions of The SU	26%	28%	39%	26%	34%	22%	33%	35%	27%	35%	30%	36%	32%	37%	36%
	I know how to contribute more to the community I am a part of	39%	43%		32%		37%			40%		35%		41%		
	I know how students are making the community better	43%	45%		45%		40%			38%		43%		37%		
Inspiring change – students	I can influence the decisions and actions of The SU	30%	24%	58%	29%	58%	26%	55%	57%	25%	54%	24%	55%	25%	58%	56%

By contributing to my community I'm also gaining from it	62%	70%		68%		65%			61%		64%		68%	
Everyone can make a contribution to the community	69%	80%		78%		75%			76%		78%		80%	

1.2. Key insights from the above available KPI data indicate that:

- The first set of KPI questions relate to students feeling part of something. Feelings amongst respondents of **belonging and being part of a community have decreased in March**. The overall average of these questions during the **second term is 7 percentage points lower than it was in the first term**. Open comments related to these questions continue to refer to **difficulties creating a community due to the Covid-19 restrictions and lockdowns**, some respondents commented positively on feeling part of a community still as they have been able to participate in virtual activities and speak of activities such as Academic Representative and Student Groups helping to make them feel that their contribution matters.
- The second set of KPI questions related to students knowing how to make change. Increases can be seen for the section average for a third month in a row, to its **highest level of agreement this academic year**. In particular there is an **increase in respondents knowing how to contribute to the community they are a part of**. An increase can also be seen to students knowing how students make the community better, however there is a **decrease in students knowing how students make the community better**.
- The third set of KPI questions relate to students feeling they can make change. Respondents agreeing that by contributing to their community they are also gaining from it had consistently fallen from a peak of 70% in October but saw an **increase in February and again in March to a similar level as the start of academic year**. **80% of students now feel that everyone can make a contribution to the community** again echoing feeling at the beginning of the academic year.

1.3. Key insights from non KPI questions in the Student Life Survey are as follows (please refer to Appendix 2 spreadsheet of data):

- After February saw overall increases in satisfaction or agreement with most questions in the survey, March shows a more mixed response.
- **Respondents are still struggling to do things they like in their spare time or try new things** with most respondents putting this down to the Covid-19 and lockdown restrictions in place.
- **18% of respondents agree that The SU has made a positive impact on their social life**, however, as with previous surveys there is recognition that attempts are made to provide activities for students. Some respondents commented on past experiences in previous years where The SU has played a big part in their social life and others commenting that they have yet to be able to experience what The SU is like having started at the University this year.
- In February we saw reductions in students being concerned about most areas of student life, however in March a number of these areas have increased once again in particular **mental health and wellbeing (which saw an increase from 53% in February to 73% in March who had been concerned about this in the past two weeks) and loneliness (which sees a jump from 40% to 54% in March)**. Positively, less respondents report concern with their sleep habits. Data related to this section of the survey was shared with Council/Senate/Students' Union

(CSSU) in January and interest has been generated in this data from the University's Health and Wellbeing Group chaired by the Deputy Vice Chancellor. As such an overview has been created of this data over the three year period in which The SU worked with an external research agency to gather this data, in addition to the data collected when bringing the survey in-house this academic year. An update of the data, including February and March 2021 data will be presented to CSSU on 20 April.

- **69% of students agree that The SU is welcoming and inclusive to all students** which is the lowest recorded this academic year.
- Open comments relating to key issues impacting on students saw comments made about work needing to be done to provide **tuition fee discounts** to students due to the lack of in-person teaching and experience, respondents feeling under the strain of **workloads** and a number of comments made relating to the **behaviour of Security** towards students living in halls of residence. Concerns related to the **return to 'normal' when restrictions lift** are starting to appear in comments, whether students will 'stick to the rules' and concern about the readjustment back to on campus learning.

ACTIONS

2. Trustees are asked to note the report.

CONTACT: Amy Young (<i>Insight and Engagement Manager</i>)

Telephone: E-Mail: susay@bath.ac.uk
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APPENDIX 1: STUDENT LIFE SURVEY

KPI questions highlighted										
Colour coding: Questions highlighted in orange are SU KPI questions. Red cells highlight where there has been a negative effect compared to the previous month. Green cells highlight where there has been a positive effect compared to the previous month. Light yellow columns indicate term averages for the question. For questions 15-31 red demonstrates where the % of concern has risen (a negative effect) and green demonstrates where the % of concern has fallen (a positive effect). Response rates are given for each month, termly and year end response rates are the collective response rates for that period.										
		19-20 Average	Oct-20	Nov-20	Dec-20	Term 1 Average*	Jan-21	Feb-21	Mar-21	Term 2 Average
	Response rate		137	70	157	364	120	128	84	332
Question No.	Satisfaction with the following in students' life at present									
1	Students who selected 'satisfied' or 'very satisfied' in response to "How satisfied or dissatisfied are you with making new friends"	70%	44%	39%	44%	42%	29%	28%	33%	30%
2	Students who selected 'satisfied' or 'very satisfied' in response to "How satisfied or dissatisfied are you with fitting in"	65%	61%	68%	63%	64%	51%	56%	56%	54%
3	Students who selected 'satisfied' or 'very satisfied' in response to "How satisfied or dissatisfied are you with exploring Bath"	74%	67%	58%	28%	51%	24%	50%	46%	40%
4	Students who selected 'satisfied' or 'very satisfied' in response to "How satisfied or dissatisfied are you with opportunities to do the things I like in my spare time"	65%	46%	46%	40%	44%	29%	31%	32%	31%
5	Students who selected 'satisfied' or 'very satisfied' in response to "How satisfied or dissatisfied are you with opportunities to try new things"	63%	40%	38%	33%	37%	20%	21%	23%	21%
	Belonging and community									
6	Students who selected 'agree' or 'strongly agree' in response to "I feel a sense of belonging"	48%	58%	61%	57%	59%	52%	56%	51%	53%
7	Students who selected 'agree' or 'strongly agree' in response to "I feel part of a community"	52%	53%	59%	53%	55%	47%	57%	39%	48%
8	Students who selected 'agree' or 'strongly agree' in response to "I know how to contribute more to the community I am a part of"	39%	43%	32%	37%	37%	40%	35%	41%	39%
9	Students who selected 'agree' or 'strongly agree' in response to "I know how students are making the community better"	43%	45%	45%	40%	43%	38%	43%	37%	39%
10	Students who selected 'agree' or 'strongly agree' in response to "By contributing to my community I'm also gaining from it"	62%	70%	68%	65%	68%	61%	64%	68%	64%
11	Students who selected 'agree' or 'strongly agree' in response to "Everyone can make a contribution to the community"	69%	80%	78%	75%	78%	76%	78%	80%	78%
	Social experience									
12	Students who selected 'agree' or 'strongly agree' in response to "I am getting the social experience I want"	67%	20%	19%	20%	20%	14%	5%	14%	11%
13	Students who selected 'agree' or 'strongly agree' in response to "The SU has made a positive impact on my social life"	54%	34%	29%	36%	33%	30%	24%	18%	24%
	Student wellbeing									
14	Students who selected 'satisfied' or 'very satisfied' in response to "Overall, how satisfied are you with your life nowadays"	83%	56%	52%	57%	55%	46%	51%	44%	47%
15	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about your physical health in the last two weeks"	37%	40%	32%	36%	36%	47%	36%	41%	41%
16	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about your mental health and wellbeing in the last two weeks"	49%	58%	54%	55%	56%	62%	53%	73%	63%
17	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about your personal safety in the last two weeks"	12%	18%	15%	9%	14%	13%	11%	12%	12%
18	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about your career prospects in the last two weeks"	46%	51%	46%	47%	48%	60%	56%	52%	56%
19	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about your accommodation in the last two weeks"	28%	21%							
20	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about your current accommodation in the last two weeks"			25%	14%	20%	24%	18%	18%	20%
21	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about your accommodation next year in the last two weeks"			38%	34%	36%	34%	27%	25%	29%
22	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about your academic workload in the last two weeks"	55%	61%	70%	66%	66%	72%	56%	58%	62%

23	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about your academic achievement in the last two weeks"	61%	64%	64%	65%	64%	79%	62%	61%	67%
24	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about balancing academic and social time in the last two weeks"	43%	55%	55%	54%	55%	58%	48%	48%	51%
25	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about loneliness in the last two weeks"	33%	46%	34%	42%	41%	52%	40%	54%	49%
26	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about bullying in the last two weeks"	3%	4%	2%	4%	3%	1%	2%	5%	3%
27	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about your employability in the last two weeks"	40%	45%	35%	39%	40%	46%	48%	50%	48%
28	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about being able to pay for the things you need in the last two weeks"	37%	33%	25%	34%	31%	30%	30%	33%	31%
29	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about your level of debt in the last two weeks"	30%	22%	17%	23%	21%	25%	28%	24%	26%
30	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about the effect of your other responsibilities on your academic achievement in the last two weeks"	24%	20%	16%	20%	19%	29%	21%	18%	23%
31	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about your sleep habits in the last two weeks"	43%	32%	45%	50%	42%	56%	52%	45%	51%
	The SU									
32	Students who selected 'agree' or 'strongly agree' in response to "The SU is welcoming and inclusive to all students"	72%	78%	74%	74%	75%	70%	78%	69%	72%
33	Students who selected 'agree' or 'strongly agree' in response to "I feel that my contribution to The SU matters"	26%	31%	36%	31%	33%	26%	23%	24%	24%
34	Students who selected 'agree' or 'strongly agree' in response to "I know how to influence the decisions and actions of The SU"	26%	28%	26%	22%	25%	27%	30%	32%	30%
35	Students who selected 'agree' or 'strongly agree' in response to "I can influence the decisions and actions of The SU"	30%	24%	29%	26%	26%	25%	24%	25%	25%

STRATEGY & PERFORMANCE - REPORT ON STRATEGY KPIs AND SURVEY RESULTS

APPENDIX 2: BACKGROUND AND METHODOLOGY OF STUDENT LIFE SURVEY FOR REFERENCE

The SU Student Life Survey replaces the Student Life Pulse survey previously co-ordinated by Alterline on behalf of The SU.

The survey was significantly reduced in length from the Student Life Pulse, with sections and questions removed which were no longer aligned with The SU's vision or used by The SU to improve the student experience.

Due to the current pandemic, questions relating to student concerns were retained in order to gather insight into students' wellbeing during the first term in particular.

The student population has been split into 11 random sampled respondent groups with each group being assigned a month between October 2020 and August 2021 when they will be surveyed.

Response rate:

Month	Number of respondents	% of eligible respondents
October 2020	137	10%
November 2020	70	5%
December 2020	157	11%
January 2021	120	9%
February 2021	128	9%
March 2021	84	6%

Several other surveys have been run by the University or The SU which may have impacted on response rates including:

Month	Survey	Target audience	Produced by
October	Check in survey week 4	All students	University
November	Check in survey week 8	All students	University
December	Mental health and wellbeing	All students	PhD student with Student Services
February	National Student Survey	Final year UG	National survey, promoted by University until end of April
February	Academic Representation review	All students	The SU
February	Check in survey week 4	All students	University
March	Postgraduate Taught Experience Survey	PGT students	National survey, promoted by University until end of April
March	Postgraduate Research Experience Survey and Professional Doctoral Experience Survey	Doctoral students	National survey, promoted by University until end of April
March	Summer activities Survey	All students	University and The SU

PURPOSE

To report on complaints and Student Member disciplinary.

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REPORT

1. COMPLAINTS

- 1.1. Since the last meeting a complaint has been received related to the student groups area of The SU. As this is currently an ongoing complaint further detail cannot be provided at this time.
- 1.2. The three tables contained in appendix 1 show complaint statistics for the last three years.

2. STUDENT MEMBER DISCIPLINARY

- 2.1. Student member disciplinaries are down for this academic year due to the COVID-19 restrictions imposed on the activities of the bars areas. The few reports received have mostly been related to non-compliance with the restrictions put in place.
- 2.2. There has been one student member disciplinary appeal that reached a stage 1 appeal which was unsuccessful.
- 2.3. The tables contained in appendix 2 show student member disciplinary statistics for the last three years.

ACTIONS

- 3. Trustees are asked to note the report.

CONTACT:	Gregory Noakes (<i>Governance & Executive Support Manager</i>)	Telephone: 01225 386362 E-Mail: g.d.noakes@bath.ac.uk
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APPENDIX 1: COMPLAINTS STATISTICS

		SU Areas							
Complaints 2020-21		Officer	Student Voice	Student Groups	Student Experiences	Peer Support	Advice & Support	Other	Total
Complainants	Undergraduate	0	0	1	1	0	0	0	2
	Postgraduate	0	0	0	0	0	0	0	0
	Public	0	0	0	1	0	0	0	1
	University	0	0	0	0	0	0	0	0
	Total	0	0	1	2	0	0	0	3
SU Response	No actions taken	0	0	0	0	0	0	0	0
	SU actions taken	0	0	0	1	0	0	0	1
	SU Appeal Stage 1	0	0	0	1	0	0	0	1
	SU Appeal Stage 2	0	0	0	1	0	0	0	1

		SU Areas							
Complaints 2019-20		Officer	Student Voice	Student Groups	Student Experiences	Peer Support	Advice & Support	Other	Total
Complainants	Undergraduate	1	0	4	3	0	0	0	8
	Postgraduate	0	0	0	0	0	0	0	0
	Public	0	0	1	0	0	0	0	1
	University	0	0	0	0	0	0	0	0
	Total	1	0	5	3	0	0	0	9
SU Response	No actions taken	0	0	0	0	0	0	0	0
	SU actions taken	1	0	5	3	0	0	0	9
	SU Appeal Stage 1	0	0	0	0	0	0	0	0
	SU Appeal Stage 2	1	0	0	0	0	0	0	1

STRATEGY & PERFORMANCE - REPORT ON COMPLAINTS & STUDENT MEMBER DISCIPLINARY

R4

Complaints 2018-19		SU Areas							Total
		Officer	Student Voice	Student Groups	Student Experiences	Peer Support	Advice & Support	Other	
Complainants	Undergraduate	1	0	2	1	0	0	0	4
	Postgraduate	0	0	0	0	0	0	0	0
	Public	0	0	0	0	0	0	1	1
	University	0	0	0	0	0	0	0	0
	Total	1	0	2	1	0	0	1	5
SU Response	No actions taken	0	0	0	0	0	0	0	0
	SU actions taken	1	0	1	1	0	0	0	3
	SU Appeal Stage 1	0	0	0	0	0	0	0	0
	SU Appeal Stage 2	0	0	0	0	0	0	1	1

STRATEGY & PERFORMANCE - REPORT ON SU ALUMNI GRANT SPENDING

APPENDIX 2: STUDENT MEMBER DISCIPLINARY STATISTICS

2020-21		Misconduct Reported											Total	
		Unauthorised entry	Disruptive behaviour	Loss of property	Risking harm	Bullying	Violent Behaviour	Discrimination	Sexual misconduct	Harrassment	Breaching a sanction	Other		
Respondent	Total reported:	0	0	0	8	0	0	0	1	0	0	0	2	11
	Undergraduate Y1	0	0	0	1	0	0	0	0	0	0	0	0	1
	Undergraduate Y2	0	0	0	7	0	0	0	0	0	0	0	1	8
	Undergraduate Y3	0	0	0	0	0	0	0	0	0	0	0	0	0
	Undergraduate Y4	0	0	0	0	0	0	0	0	0	0	0	0	0
	Undergraduate Y5	0	0	0	0	0	0	0	0	0	0	0	0	0
	Postgraduate Y1	0	0	0	0	0	0	0	0	0	0	0	0	0
	Postgraduate Y2	0	0	0	0	0	0	0	0	0	0	0	0	0
	Postgraduate Y3	0	0	0	0	0	0	0	0	0	0	0	0	0
	Postgraduate Y4	0	0	0	0	0	0	0	0	0	0	0	0	0
	Postgraduate Y5	0	0	0	0	0	0	0	0	0	0	0	0	0
	Unidentified	0	0	0	0	0	0	0	0	0	0	0	1	1
	Reporting Party	Undergraduate Y1	0	0	0	0	0	0	0	0	0	0	0	0
Undergraduate Y2		0	0	0	0	0	0	0	0	0	0	0	0	0
Undergraduate Y3		0	0	0	7	0	0	0	0	0	0	0	0	7
Undergraduate Y4		0	0	0	0	0	0	0	0	0	0	0	0	0
Undergraduate Y5		0	0	0	0	0	0	0	0	0	0	0	0	0
Postgraduate Y1		0	0	0	0	0	0	0	0	0	0	0	0	0
Postgraduate Y2		0	0	0	0	0	0	0	0	0	0	0	0	0
Postgraduate Y3		0	0	0	0	0	0	0	0	0	0	0	0	0
Postgraduate Y4		0	0	0	0	0	0	0	0	0	0	0	0	0
Postgraduate Y5		0	0	0	0	0	0	0	0	0	0	0	0	0
Public		0	0	0	0	0	0	0	0	0	0	0	0	0
University		0	0	0	0	0	0	0	1	0	0	0	1	2
The SU		0	0	0	1	0	0	0	0	0	0	0	1	2
Unidentified	0	0	0	0	0	0	0	0	0	0	0	0	0	
SU Response	No action taken	0	0	0	0	0	0	0	0	0	0	0	0	0
	SU Disciplinary	0	0	0	0	0	0	0	0	0	0	0	0	0
	SU Appeal Stage 1	0	0	0	1	0	0	0	0	0	0	0	0	1
	SU Appeal Stage 2	0	0	0	0	0	0	0	0	0	0	0	0	0
	University Referral	0	0	0	7	0	0	0	0	0	0	0	1	8
University	No action taken	0	0	0	0	0	0	0	0	0	0	0	0	0
	University Disciplinary	0	0	0	0	0	0	0	0	0	0	0	0	0
	Joint Disciplinary	0	0	0	0	0	0	0	1	0	0	1	2	2

2019-20		Misconduct Reported											Total
		Unauthorised entry	Disruptive behaviour	Loss of property	Risking harm	Bullying	Violent Behaviour	Discrimination	Sexual misconduct	Harrassment	Breaching a sanction	Other	
Respondent	Total reported:	9	11	3	5	6	19	0	5	0	5	8	71
	Undergraduate Y1	5	4	3	3	3	8	0	2	0	2	5	35
	Undergraduate Y2	3	1	0	0	2	3	0	0	0	2	2	13
	Undergraduate Y3	1	1	0	0	0	2	0	1	0	1	0	6
	Undergraduate Y4	0	4	0	0	1	1	0	2	0	0	0	8
	Undergraduate Y5	0	0	0	0	0	0	0	0	0	0	0	0
	Postgraduate Y1	0	0	0	0	0	0	0	0	0	0	0	0
	Postgraduate Y2	0	0	0	0	0	0	0	0	0	0	0	0
	Postgraduate Y3	0	0	0	0	0	0	0	0	0	0	0	0
	Postgraduate Y4	0	0	0	0	0	0	0	0	0	0	0	0
	Postgraduate Y5	0	0	0	0	0	0	0	0	0	0	0	0
	Unidentified	0	0	0	2	0	5	0	0	0	0	1	8
	Reporting Party	Undergraduate Y1	0	0	0	0	0	0	0	0	0	0	0
Undergraduate Y2		0	0	0	0	0	0	0	0	0	0	0	0
Undergraduate Y3		0	0	0	0	0	0	0	0	0	0	0	0
Undergraduate Y4		0	0	0	0	0	0	0	0	0	2	0	2
Undergraduate Y5		0	0	0	0	0	0	0	0	0	0	0	0
Postgraduate Y1		0	0	0	0	0	0	0	0	0	0	0	0
Postgraduate Y2		0	0	0	0	0	0	0	0	0	0	0	0
Postgraduate Y3		0	0	0	0	0	0	0	0	0	0	0	0
Postgraduate Y4		0	0	0	0	0	0	0	0	0	0	0	0
Postgraduate Y5		0	0	0	0	0	0	0	0	0	0	0	0
Public		0	0	0	0	0	0	0	0	0	0	0	0
University		0	0	0	0	0	1	0	1	0	0	0	2
The SU		9	11	3	5	6	18	0	4	0	1	8	65
Unidentified	0	0	0	0	0	0	0	0	0	2	0	2	
SU Response	No action taken	3	0	2	0	1	2	0	0	0	0	2	10
	SU Disciplinary	6	11	1	3	4	5	0	0	0	5	0	35
	SU Appeal Stage 1	1	0	0	0	1	0	0	0	0	2	0	4
	SU Appeal Stage 2	0	0	0	0	0	0	0	0	0	0	0	0
	University Referral	0	0	0	0	1	7	0	5	0	0	5	18
University	No action taken	0	0	0	0	0	0	0	0	0	0	0	0
	University Disciplinary	0	0	0	0	0	0	0	0	0	0	3	3
	Joint Disciplinary	0	0	0	0	1	7	0	5	0	0	2	15

STRATEGY & PERFORMANCE - REPORT ON SU ALUMNI GRANT SPENDING

2018-19		Misconduct Reported												
		Unauthorised entry	Disruptive behaviour	Loss of property	Risking harm	Bullying	Violent Behaviour	Discrimination	Sexual misconduct	Harrassment	Breaching a sanction	Other	Total	
	Total reported:	6	5	1	3	5	12	0	7	0	0	2	41	
Respondent	Undergraduate Y1	4	2	0	3	3	5	0	4	0	0	1	22	
	Undergraduate Y2	1	2	0	0	0	1	0	1	0	0	0	5	
	Undergraduate Y3	1	0	0	0	0	1	0	0	0	0	0	2	
	Undergraduate Y4	0	0	0	0	0	0	0	0	0	0	0	0	
	Undergraduate Y5	0	0	0	0	0	0	0	0	0	0	0	0	
	Postgraduate Y1	0	0	0	0	0	0	0	0	0	0	0	0	
	Postgraduate Y2	0	0	0	0	0	0	0	0	0	0	0	0	
	Postgraduate Y3	0	0	0	0	0	0	0	0	0	0	0	0	
	Postgraduate Y4	0	0	0	0	0	0	0	0	0	0	0	0	
	Postgraduate Y5	0	0	0	0	0	0	0	0	0	0	0	0	
	Unidentified	0	1	1	0	2	5	0	2	0	0	1	12	
Reporting Party	Undergraduate Y1	0	0	0	0	0	0	0	0	0	0	0	0	
	Undergraduate Y2	0	0	0	0	0	0	0	0	0	0	0	0	
	Undergraduate Y3	0	0	0	0	0	0	0	3	0	0	0	3	
	Undergraduate Y4	0	0	0	0	0	0	0	0	0	0	0	0	
	Undergraduate Y5	0	0	0	0	0	0	0	0	0	0	0	0	
	Postgraduate Y1	0	0	0	0	0	0	0	0	0	0	0	0	
	Postgraduate Y2	0	0	0	0	0	0	0	0	0	0	0	0	
	Postgraduate Y3	0	0	0	0	0	0	0	0	0	0	0	0	
	Postgraduate Y4	0	0	0	0	0	0	0	0	0	0	0	0	
	Postgraduate Y5	0	0	0	0	0	0	0	0	0	0	0	0	
	Public	0	0	0	0	0	0	0	0	0	0	0	0	
	University	0	0	0	0	0	0	0	0	0	0	0	0	
	The SU	6	5	1	3	5	12	0	4	0	0	1	37	
Unidentified	0	0	0	0	0	0	0	0	0	0	1	1		
SU Response	No action taken	0	0	0	0	0	0	0	0	0	0	0	0	
	SU Disciplinary	6	5	1	3	4	5	0	3	0	0	0	27	
	SU Appeal Stage 1	0	1	0	1	1	0	0	0	0	0	0	3	
	SU Appeal Stage 2	0	0	0	0	0	0	0	3	0	0	0	3	
	University Referral	0	0	0	0	1	7	0	4	0	0	2	14	
University	No action taken	0	0	0	0	0	0	0	0	0	0	0	0	
	University Disciplinary	0	0	0	0	1	2	0	4	0	0	1	8	
	Joint Disciplinary	0	0	0	0	0	5	0	0	0	0	1	6	

PURPOSE

To report on previously approved projects.

CONTENTS

Page 1-3: Report

Page 1-3: Actions

REPORT**1. BACKGROUND**

1.1. Under the Project Management policy a client brief will only be approved if:

- in line with The SU's purpose and strategic direction;
- achievable in consideration of other demands and priorities;
- affordable and a sound use of time and resources;
- going to deliver benefit in line with the core purpose of The SU.

1.2. Under the Project Management policy Leadership Committee are responsible for:

- making decisions with regards to approving clients briefs;
- making decisions with regards to approving business cases (£5,000-£10,000);
- monitoring progress of projects between Board meetings.

1.3. Under the Project Management policy Finance & Audit committee are responsible for:

- making decisions with regards to approving business cases (£10,000-£50,000 or medium risk).

1.4. Under the Project Management policy Board of Trustees are responsible for:

- making decisions with regards to approving business cases (*Above £50,000 or medium risk*);
- monitoring progress of projects on a quarterly basis.

1.5. Under the Project Management policy Leadership Committee and the Board of Trustees both reserve the right to cancel projects if they identify a need to do so.

2. STUDENT GROUP RESTRUCTURE PROJECT UPDATE

2.1. The following people are:

- Client: Tom Sawko (*Sport Officer*)
- Sponsor: Polly Hawker (*Head of Activities*)
- Project manager: Greg Noakes (*Governance & Executive Support Manager*)

2.2. The purpose of this project is to create a Student Group structure for a 21st Century Student Union.

2.3. Update:

- a new Student Group policy (*appendix 1*) has been developed and approved by Leadership committee;
- this new Student Group policy will be trialled with a range of student groups for 2021/22;
- Leadership committee will review how successful the trial has been at the end and make a decision on possible wider rollout with student groups.

3. STUDENT UNION STANDPOINTS PROJECT UPDATE

3.1. The following people are:

- Client: Freya Jackson (*Community Officer*)
- Sponsor: Charlie Slack (*Head of Student Voice & Engagement*)
- Project manager: Greg Noakes (*Governance & Executive Support Manager*)

3.2. The purpose of this project is to write a document that sets out The SU core Standpoints.

3.3. Update:

- this project is in the early planning stages with focus being on developing a mechanism whereby students can shape and agree the views of The SU.

4. ACTIVE TRAVEL PROJECT UPDATE

4.1. The following people are:

- Client: Tom Sawko (*Sport Officer*)
- Sponsor: Polly Hawker (*Head of Activities*)
- Project manager: Matt Price (*Club Development Officer*)

4.2. The purpose of this project is to facilitate students in a shift towards a sustainable, active way of travelling.

4.3. Update:

- As part of the project several purchases have been identified that will help/encourage students to choose an active travel method to campus other than to use the bus or to drive. These included cycle helmets and phone clips, both would come as part of the package that students receive when hiring out one of our SU Bikes.
- Other purchase identified were two cycle repair stations, one for campus and the other for Dartmouth Ave. Sport Officer is liaising with estates as to how quickly these can be installed as once "purchased" the stations will arrive in 8 weeks, so need to ensure estates are ok to install on the delivery date.
- Timescales may need to be adjusted slightly due to the slight delay in ordering and installing the service stations.

5. AUDIT TENDERING PROJECT UPDATE

5.1. This project was approved to proceed by Finance & Audit committee at its meeting on 22/10/2020.

5.2. The purpose of this project is to oversee the audit tendering process.

5.3. This process has been completed with the outcome being that Crowe has been appointed The SU new auditors. An end of project report will be submitted shortly for this.

6. EQUALITY, DIVERSITY AND INCLUSION PROJECT UPDATE

6.1. The following people are:

- Client: Freya Jackson (*Community Officer*)
- Sponsor: Mandy Wilson-Garner (*Deputy Chief Executive*)
- Project manager: Ben Palmer (*Student Voice Coordinator*)

6.2. Update:

- Preparations for research phase are being made, initial meeting between Student Voice Coordinator, Deputy Chief Executive, Community Officer and Insights and Engagement manager taken place.
- Currently participation data headings are being selected and potential dates are being looked at for a survey.
- Once we have an idea of what participation data we need, it will be a case of reviewing current resource and seeing if we need more to properly analyse data.
- Next up: draw up survey using old liD survey and making sure to appeal to all students, select dates and timings for survey, interviews and focus groups.
- Survey to be carried out in Semester 2. Focus groups with D&S to be in semester 2 as well.

7. AWARDS PROJECT UPDATE

7.1. Update:

- The SU's award events have been consolidated into three events which are the SU Awards, the Education Awards and Blues.
- The Activity Awards were restructured so that the achievements and inclusion of all SU Groups (*apart from Sports*) could be recognised at this one event, this was renamed as the 'SU Awards'
- The award categories were amended so that all SU Groups (*apart from Sports*) could submit nominations
- This year there were 137 nominations compared to 300 in 2019 and 150 for 2018. However, these nominations were from all groups, therefore showcasing a more diverse range of activity. This number will increase in future years as the plan is to include the Sports area within the SU Award event.
- Stakeholders were invited to the award event relevant to them instead of all of them.
- The SU Awards would have been held in a new venue- Komedia- but had to be delivered virtually due to the pandemic.
- The project fulfilled its remit as events have been streamlined, saving on duplication and costs. The categories for the awards are more relevant for all SU groups and so more inclusive. The P and A, PGA and ISA now have a home for recognition. Stakeholders are not being asked to attend numerous events. When the events are able to be delivered face to face then there is the potential to market these together for more impact and look for possible sponsorship.
- The SU Awards could not include the sports area for 19/20 as there was not a large enough budget to accommodate in this pilot year. It was concluded that sports will need to be part of these awards in future years if they were to be a true representation of recognising the achievements/inclusion of all the SU Groups.
- The above will mean that the budget will need to be increased for 2022 as the event has the potential to be bigger than before.

ACTIONS

8. Trustees are asked to note the report.

CONTACT:	Gregory Noakes (<i>Governance & Executive Support Manager</i>)	Telephone: 01225 386362 E-Mail: g.d.noakes@bath.ac.uk
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PURPOSE

To provide a copy of the Leadership Committee terms of reference.

CONTENTS

Page 1: Report

REPORT

1. TERMS OF REFERENCE

- 1.1. The terms of reference sets out the membership, meeting procedures, powers and responsibilities of the Leadership Committee. These exist to ensure that decisions across The SU governance are made being made at the appropriate level as determined by the Board of Trustees.
- 1.2. The Leadership Committee cannot make decisions on things or exercise powers which sit outside their terms of reference without first getting them amended by the Board of Trustees.
- 1.3. Committee members should always remain vigilant that the committee is not exceeding its terms of reference.
- 1.4. The procedures to be followed for amending these can be found within the terms of reference themselves.

CONTACT:	Gregory Noakes (<i>Governance & Executive Support Manager</i>)	Telephone: 01225 386362 E-Mail: g.d.noakes@bath.ac.uk
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APPENDIX 1: Leadership Committee terms of reference**LEADERSHIP COMMITTEE TERMS OF REFERENCE**

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Committee Procedures	1
Project Management Responsibilities	2
Strategy and Performance Monitoring Responsibilities	2
Student Group Responsibilities	2
Trustee Recruitment Responsibilities	2

Committee Membership

- a) The total membership of the committee shall be up to 8 committee members.
- b) The committee members will be:
 - the 6 elected officers.
- c) The committee will elect its own Chair from its own committee members;
- d) A committee member will be disqualified and removed from the committee if they:
 - fail to attend two consecutive meetings without the recorded permission of the committee;
 - commit a disciplinary offence either in The SU or University.

Committee Procedures

- a) The committee will meet as and when necessary to fulfil their responsibilities;
- b) The committee secretary will arrange meetings in accordance with [Articles 84 to 87](#) of The SU's Articles of Governance.
- c) The committee may only hold meetings and vote on matters if they have a minimum of 3 committee members present;
- d) The committee will conduct meetings in accordance with [Articles 90 to 96](#) of The SU's Articles of Governance;
- e) The committee will keep minutes and papers of meetings in accordance with [Articles 97 to 99](#) of The SU's Articles of Governance;
- f) The committee may take decisions without a meeting in accordance with [Articles 101 to 102](#) of The SU's Articles of Governance;
- g) The committee will handle any conflicts of interest that arise at a meeting in accordance with [Article 103](#) of The SU's Articles of Governance;
- h) The committee may make recommendations (*including proposing changes to these Terms of References*) to the Board of Trustees for consideration and decision.
- i) The committee may adopt new policies and/or amend existing policies subject to final ratification by the Board.

Committee Responsibilities

Project/Campaign Management Responsibilities

- a) To receive and approve client briefs for projects/campaigns.
- b) To appoint project managers for approved projects/campaigns.
- c) To determine if a project requires a business case and where this should be submitted to:
 - Chief Executive (*below £5,000*);
 - Leadership Committee (*between £5,000 to £10,000*);
 - Finance & Audit Committee (*above £10,000 or/and medium risk identified*);
 - Board of Trustees (*above £50,000 or/and medium risk identified*).
- d) To receive and review reports relating to:
 - ongoing projects/campaigns.
 - end of project/campaign.
- e) To identify and determine when there is a need to end a project/campaign prematurely.
- f) To review the following policy and agree any amendments subject to ratification by the Board:
 - Project & Campaign Management policy.

Strategy and Performance Monitoring Responsibilities

- a) To review and agree any draft strategy for recommendation to the Board for approval.
- b) To receive and review reports relating to:
 - the strategy's key performance indicators (*KPIs*);
 - equality, diversity and inclusivity within The SU;
 - overall statistics for Student Member misconduct and disciplinary;
 - overall statistics for complaints received by The SU;
 - staffing matters (*such as vacancies, restructure, sickness, etc*)
 - any other strategic and performance matter that the committee itself may determine is necessary.
- c) To make (*where necessary*) key decisions relating to the implementation of the strategy.

Student Group Responsibilities

- a) To review and determine the number and nature of the Executive committees that should exist within The SU.
- b) To determine whether a Student Group should be disaffiliated from The SU where it is brought to their attention.
- c) To review the following policies and agree any amendments subject to ratification by the Board:
 - Student Group policy.
 - Events policy.
 - Marketing & Media policy.
 - Volunteering policy.

Trustee Recruitment Responsibilities

- a) To recruit potential candidates for appointment as Independent Trustees to the Board by:
 - identifying potential gaps in the skills and backgrounds on the Board;
 - determining the criteria to be used in recruiting a new Independent Trustee;
 - determining the timetable for recruitment;
 - appointing a panel to shortlist and assess potential candidates;
 - reviewing and agreeing the panel's recommended candidates for appointment to the Board.
- b) To review the following policies and agree any amendments subject to ratification by the Board:

- Trustee Recruitment and Induction policy.
- Trustee Roles & Responsibilities policy.