

Meeting:	<b>Leadership Committee</b>
Location:	<b>Microsoft Teams Meeting</b>
Date & Time:	<b>Wednesday 14<sup>th</sup> April 2021 at 1pm</b>

**Present:**

Freya Jackson	Community Officer ( <i>Chair</i> )
Fritz Ho	Postgraduate Officer
Tom Sawko	Sport Officer
Annie Willingham	Education Officer
Francesco Masala	President

**In attendance:**

Nicky Passmore	Chief Executive ( <i>Joined the meeting under item 4</i> )
Mandy Wilson-Garner	Deputy Chief Executive
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.	<p><b>Apologies for absence</b></p> <p>All Committee members were present for the meeting.</p>
2.	<p><b>Notice of any other business</b></p> <p>The following item was identified for discussion under any other business:</p> <ol style="list-style-type: none"> <li>1) Trustee recruitment</li> </ol>
3.	<p><b>Declaration of conflict of interest</b></p> <p>The Committee received a report on the Trustees' register of interests (<i>See R1 of the Committee reports</i>).</p> <p>No Trustees present had any conflict of interest to raise relating to any items of business.</p>
4.	<p><b>Minutes of the previous meeting and matters arising</b></p> <p>The Committee received a report on the previous meeting (<i>See R2 of the Committee reports</i>).</p> <p>They approved the previous minutes and noted the following:</p> <p><b>ACTION: President to amend client brief and share with committee for decision without a meeting.</b></p> <p>The President reported that a client brief was no longer required for the harm reduction campaign as this was now being submitted to CSSU for discussion as a paper instead.</p> <p><i>(The Chief Executive joined the meeting at this point)</i></p> <p><b>ACTION: Deputy Chief Executive and Insights &amp; Engagement Manager to work on staff survey for KPIs.</b></p>

	<p>The Deputy Chief Executive reported that this was not the right time for this piece of work and that this should be re-looked at a later date.</p> <p><b>ACTION: Spaces project to submit SU alumni grant application for money to spend on SU spaces.</b></p> <p>The Sport Officer reported that they had met with the Chief Operating Officer to discuss the University's long term plans regarding remote working. They were currently not planning to do anything in this area anytime soon which made it difficult for The SU to plan what they should spend the money on in terms of tech for the SU spaces project.</p> <p><b>ACTION: Governance &amp; Executive Support Manager to consult with Web Developer and Digital Technology Lead on the matter of access to SU activities for Students post viva.</b></p> <p>The Deputy Chief Executive reported that the Finance team had checked with insurance providers. They had confirmed that public liability insurance covered anyone attend large scale events but might not cover club activities.</p>
5.	<p><b>Strategy and Performance Monitoring</b></p> <p><b>5.1. Student Life Survey</b></p> <p>The Committee received a report on Student Life Survey (See <i>R3 of the Committee reports</i>).</p> <p>They discussed and agreed that they needed to be doing more with this report than just noting it as the data was flagging areas of concern that The SU should be acting on.</p> <p>The Insights &amp; Engagement Manager explained that part of the original reason for collecting this data had been to track student concerns across the year in order to develop a targeted comms plans.</p> <p>The Head of Student Voice &amp; Engagement suggested that there should be an additional meeting held to look at the survey results to determine what actions need to be taken both within The SU and University. These actions could then be reported to the Leadership Committee as part of this report.</p> <p>The Committee discussed and agreed with this suggestion.</p> <p><b>ACTION: The Insights &amp; Engagement Manager to arrange an addition meeting for student life survey to be discussed at.</b></p> <p><i>(The Insights &amp; Engagement Manager left the meeting at this point)</i></p> <p><b>5.2. Complaints &amp; Student Member disciplinary</b></p> <p>The Committee received a report on Complaints &amp; Student Member disciplinary (See <i>R4 of the Committee reports</i>).</p> <p><b>QUESTION:</b> The Education Officer asked for an update on disciplinary matters relating to the French Society.</p> <p><b>ANSWER:</b> The Governance &amp; Executive Support Manager explained that the University were handling the investigation and would share their findings with The SU. Once The SU had a clear idea of the level of involvement of the society the Leadership Committee would then be able to make a decision in terms of appropriate actions to be taken against them.</p>

	<p>The Governance &amp; Executive Support Manager noted that this matter had flagged the need for the Leadership Committee to fully adopt the new Student Group Policy as the old Student Group regulation had nothing in it that addressed these situations.</p> <p>The Committee agreed with the suggestion that the Governance &amp; Executive Support Manager, Head of Activities and Sport Officer should re-look at the policy and then send it to Leadership Committee for a decision without a meeting.</p> <p><b>ACTION: The Governance &amp; Executive Support Manager, Head of Activities and Sport Officer to re-look at Student Group policy and then send it round to Leadership Committee for a decision without a meeting.</b></p>
6.	<p><b>Project/Campaign Management</b></p> <p><b>6.1. Current Projects</b></p> <p>The Committee received a report on current projects (See <i>R7 of the Committee reports</i>).</p> <p><b>QUESTION:</b> The Sport Officer asked how many Student Groups had signed up for the new Student Groups project.</p> <p><b>ANSWER:</b> The Head of Activities reported that to date five societies had signed up but that they would be sending out an email to Student Groups that had not filled their core positions to offer the opportunity to join the trial to avoid having to do another By-Election.</p> <p>The Committee discussed and agreed that Student Groups should be given the option between the trial and a second By-Election. However, if they are unsuccessful at a second By-Election they will have to join the trial.</p> <p>The Sport Officer reported on the sites chosen for housing the bike maintenance stations as part of the Active Travel project.</p> <p>The Head of Student Voice &amp; Engagement reported that a meeting had been arranged for tomorrow to discuss the Standpoints project to finalise a proposal that would hopefully be submitted to Board later in the year.</p> <p>The Chair reported that they had met with the Student Voice Coordinator and Deputy Chief Executive to discuss the next stages of the Equality, Diversity and Inclusivity (<i>EDI</i>) project. A number of surveys were planned to help collect data which included some that were targeted at particular focus groups.</p> <p>The Deputy Chief Executive reported on difficulties The SU was having with writing the widening participation impact assessment report. This was a result of the University not sharing relevant data fields for The SU to be able to carry out this piece of work effectively.</p>
7.	<p><b>Leadership Committee review</b></p> <p>The Committee received a report on current projects (See <i>R7 of the Committee reports</i>).</p> <p>They discussed and agreed that the Committee should be:</p> <ul style="list-style-type: none"> <li>• monitoring performance throughout the year with the Board checking on it only twice a year;</li> <li>• monitoring health &amp; safety matters which it currently does not do;</li> <li>• monitoring and discussing progress on Officer manifesto points;</li> <li>• more flexible in terms format to allow people to raise items at the meeting.</li> </ul>

	<b>ACTION: Governance &amp; Executive Support Manager, Chief Executive, Education Officer and President to look at and amend Leadership Committee format for next meeting.</b>
8.	<p><b>Any other business</b></p> <p>The following item had been previously identified for discussion under any other business:</p> <p>1) <b>Trustee Recruitment</b></p> <p>The Committee discussed and agreed that going forward it would be useful for all Officers to record a video when leaving The SU about what they gained from being a Trustee. This could then be used to help when recruiting Trustees.</p> <p>They discussed and agreed that this was not the right time of the year to recruit a student to the Board of Trustees.</p> <p>The Chief Executive agreed to put together an action plan for recruiting a student to the Board to go with the Independent Trustee recruitment plan.</p>

**The meeting ended at 2.40pm**

Item number	Action
4	Spaces project to submit SU alumni grant application for money to spend on SU spaces.
5.1	The Insights & Engagement Manager to arrange an additional meeting for student life survey to be discussed at.
5.2	The Governance & Executive Support Manager, Head of Activities and Sport Officer to re-look at Student Group policy and then send it round to Leadership Committee for a decision without a meeting.
7	Governance & Executive Support Manager, Chief Executive, Education Officer and President to look at and amend Leadership Committee format for next meeting.