

Meeting:	<b>Leadership Committee</b>		
Location:	<b>Microsoft Teams Meeting</b>		
Date & Time:	<b>Wednesday 12<sup>th</sup> May 2021 at 1pm</b>		
<b>Present:</b>			
Francesco Masala	President ( <i>Acting Chair</i> )		
Fritz Ho	Postgraduate Officer		
Tom Sawko	Sport Officer		
Annie Willingham	Education Officer ( <i>Left the meeting under item 10</i> )		
<b>In attendance:</b>			
Nicky Passmore	Chief Executive		
Mandy Wilson-Garner	Deputy Chief Executive		
Gregory Noakes	Governance & Executive Support Manager ( <i>Secretary</i> )		
Polly Hawker	Head of Activities ( <i>Left the meeting under item 8</i> )		
Helen McHenry	Head of Finance		
Michael Dalton	Head of Commercial Activities ( <i>Left the meeting under item 8</i> )		
Amy Young	Insights & Engagement Manager ( <i>Present for item 1 - 5</i> )		
Item			
1.	<b>Apologies for absence</b>		
	<b>Name</b>	<b>Reason</b>	<b>Accepted</b>
	Freya Jackson	Another meeting	Yes
	Charlie Slack	Another meeting	Yes
	The President was appointed as acting Chair for this meeting only.		
2.	<b>Notice of any other business</b>		
	The following item was identified for discussion under any other business: 1) Santander application		
3.	<b>Declaration of conflict of interest</b>		
	No one had any conflicts of interests to declare in any items on the agenda.		
4.	<b>Minutes of the previous meeting and matters arising</b>		
	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 the committee had adopted the Student Group policy via a decision without a meeting.		
5.	<b>Strategy and Performance Monitoring</b>		
	The Committee received a report on Student Life Survey ( <i>See R2 of the Committee reports</i> ).		
	The Insights & Engagement Manager reported that April was looking better than March with responses to most questions from students in the survey being more positive overall.		
	<b>(The Postgraduate Officer joined the meeting at this point)</b>		

	<p>The Insights &amp; Engagement Manager reported on the additional meeting that had been had to discuss how The SU could use the Student Survey data more effectively going forward.</p> <p>The following recommendations had been reached:</p> <ul style="list-style-type: none"> <li>• use focus groups to drill down in to the data to find out more when concerns are identified in the data;</li> <li>• work with the SU and University marketing team to identify when in the year targeted communication around mental support should be sent out to students;</li> <li>• report to Leadership Committee only on the significant differences identified between current years data and previous years data.</li> </ul> <p>The Committee agreed with the recommendations and discussed what information should be reported to the Board. It was suggested that this should be the KPIs data, significant observations from the Student Survey and actions being taken in response. The Committee agreed that this report should be looked at and developed for the next Board meeting.</p> <p><b>ACTION: Chief Executive, Insights &amp; Engagement Manager and President to develop a new strategy and student survey report for the Board.</b></p> <p>An Officer suggested and it was agreed that the Committee should review all the trend data for the Student Survey at least once a year around the time of annual planning.</p> <p><b>ACTION: Governance &amp; Executive Support Manager to add annual review of Student Survey trend data by Leadership Committee to the governance calendar.</b></p> <p><i>(The Postgraduate Officer left the meeting at this point)</i></p>
6.	<p><b>Complaints &amp; Student Member disciplinary</b></p> <p>The Committee received a report on Complaints &amp; Student Member disciplinary (<i>See R3 of the Committee reports</i>).</p> <p>The Head of Activities explained that before the pandemic rugby had been banned from competing in varsity as disciplinary action. However, due to pandemic this had never happened and a decision now needed to be reached regarding whether the ban carries over to the next varsity. Their recommendation was that it should not as it will have been two years since the incident and most members at that time will have left. The Committee discussed and agreed with the recommendation.</p> <p>The Sport Officer suggested that going forward The SU needed to be more proactive in addressing behavioural issues with clubs such as rugby. There is clear evidence to support intervention and The SU should be running training with members joining Sports.</p> <p>The Head of Activities confirmed that the Club Development Officer was already working on training to address this specific issue.</p>
7.	<p><b>SU Alumni Spending</b></p> <p>The Committee received a report on SU alumni spending (<i>See R4 of the Committee reports</i>).</p> <p>An Officer reported that the University Radio Bath (<i>URB</i>) had recently submitted an application which the SU alumni panel had discussed at a recent meeting. They explained the specific details of the project. The panel after considering the application had decided to approve £1,084 for the Rodecaster Pro Quad 4 Bundle which will allow for podcasting. This</p>

	<p>potentially allows them the opportunity to gather evidence from its use and apply again in the future with better justification for the other specialised equipment requested.</p> <p>It was noted that this left over £12,000 in the fund. This could potentially be used with the spaces project, summer festival activities or possibly rolled over to next year.</p> <p>The Head of Activities reported that the Club Development Officer and Assistant Bars Manager had been carrying out a piece of work reviewing the past several years of alumni spending. This was because Student Groups did not always spend the full amount they requested. Next month they would be able to report a more accurate figure for the actual amount held in SU alumni fund.</p> <p>The Committee discussed and agreed that the alumni report could be condensed further so that it just reported on the previous months applications along with current total.</p> <p><b>ACTION: Governance &amp; Executive Support Manager to amend alumni report for next meeting.</b></p>
8.	<p><b>Project/Campaign Management</b></p> <p>The Committee received a report on current projects (<i>See R5 of the Committee reports</i>).</p> <p><b><i>(The Head of Activities and Head of Commercial Activities left the meeting at this point)</i></b></p> <p>The Committee discussed this report and the possible value of having the project leads present at meetings to answer specific questions about their projects. In its current form the report was too long and it was agreed that this should be condensed to a one page overview of current projects.</p> <p><b>ACTION: The Governance &amp; Executive Support Manager to amend the projects report to make it a simple one page overview.</b></p>
9.	<p><b>Top Ten Verbal update</b></p> <p><b><i>(The Postgraduate Officer left the meeting at this point)</i></b></p> <p>The Education Officer reported that The SU had been successful in getting the University to adopt a lecture recording policy.</p> <p>The Sport Officer reported that good progress was being made on getting the University to be more transparent on how student money is being spent.</p> <p>The President reported that good progress was being made to enact a universal Trans policy with the University.</p> <p>The Committee discussed and agreed that for the next meeting a Top Ten overview should be added to the reports.</p> <p><b>ACTION: The Governance &amp; Executive Support Manager to add a Top Ten overview to the reports.</b></p>
10.	<p><b>Head of Department's business</b></p> <p><b><i>(The Education Officer left the meeting at this point and meeting became in-quorate).</i></b></p>

	<p>The Deputy Chief Executive suggested and it was agreed that an additional meeting should be held to discuss any other business items. This meeting would include the Officers, Chief Executive, Deputy Chief Executive and the Governance &amp; Executive Support Manager.</p> <p><b>ACTION: Governance &amp; Executive Support Manager to arrange additional meeting for Officers, Chief Executive, Deputy Chief Executive to discuss AOB and other items.</b></p>
11.	<p><b>Any other business</b></p> <p>No items had been previously identified for discussion under any other business.</p>

**The meeting ended at 2.40pm**

Item	Action	Action Owner	Exp Finish
5	Develop a new strategy and student survey report for the Board with Insights & Engagement Manager and President	Chief Executive	17/06/2021
5	Add annual review of Student Survey trend data by Leadership Committee to governance calendar	Governance & Executive Support Manager	09/06/2021
6	To amend the alumni report for next meeting	Governance & Executive Support Manager	09/06/2021
8	To amend the projects report to make it a simple one page overview	Governance & Executive Support Manager	09/06/2021
9	To add a Top Ten overview to the reports	Governance & Executive Support Manager	09/06/2021