

## LEADERSHIP COMMITTEE REPORTS 14-07-2021

Content	Report Number
Actions arising and minutes of previous meeting	-
<a href="#">Report on Top Ten</a>	R1

Actions arising from previous meetings	Action Owner	Started	Exp finish	Progress
To look at incorporating cause language into SU comms to improve the KPI relating to feeling a part of The SU.	Marketing & Communications Manager	06-Jun		
To amend citizenship & a political policy making framework paper before submission to the Board	Head of Student Voice	06-Jun	21-Jun	Completed

Decisions made without a meeting	Proposed by	Result
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Meeting:	<b>Leadership Committee</b>
Location:	<b>Microsoft Teams Meeting</b>
Date & Time:	<b>Wednesday 6<sup>th</sup> June 2021 at 1pm</b>
<b>Present:</b>	
Freya Jackson	Community Officer ( <i>Chair</i> )
Francesco Masala	President
Fritz Ho	Postgraduate Officer
Tom Sawko	Sport Officer
Annie Willingham	Education Officer
<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
Helen McHenry	Head of Finance
Michael Dalton	Head of Commercial Activities
Charlie Slack	Head of Student Voice
<b>Item</b>	
1.	<b>Apologies for absence</b>  All Committee members were present for the meeting.
2.	<b>Notice of any other business</b>  The following items were identified for discussion under any other business: 1) Score 2) Chaplaincy
3.	<b>Declaration of conflict of interest</b>  No one present had any conflict of interest to raise relating to any items of business.
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 Insights & Engagement Manager had completed the action to develop a new report on KPIs for the Board since the papers had been circulated.
5.	<b>Strategy KPIS and Survey Results</b>  The Committee received a report on Student Life Survey ( <i>See R2 of the Committee reports</i> ).  They discussed and agreed that the response numbers for the survey need to be included with the data as currently the small sample size means a few individuals can significantly impact the trend data.  They discussed ways to improve the KPIs relating to feeling a part of the community by working on distinguishing SU spaces from the University and incorporating the cause language into SU comms.

	<p><b>ACTION: Marketing &amp; Communications Manager to look at incorporating cause language into SU comms to improve the KPI relating to feeling a part of The SU.</b></p> <p>The Committee discussed whether the current KPIs were correct for The SU and agreed these should be reviewed going forward to check they are correctly measuring performance.</p>
6.	<p><b>Citizenshift &amp; A Political Policy Making Framework</b></p> <p>The Committee received a report on citizenshift &amp; a political policy making framework (See R3 of the Committee reports).</p> <p>The Head of Student Voice explained the background and rationale behind this project. Its purpose was to create a means by which students could shape the 'political' views of The SU on various issues. To differentiate these from policies these would be referred to as standpoints which would be recorded in a single document.</p> <p><b>QUESTION:</b> An Officer asked what would happen if an Officer disagreed with a contentious Standpoint and went against it.  <b>ANSWER:</b> The Head of Voice explained that the standpoints were intended to act at a set of principle/values. They would act as a guide on student opinion but as they were not intended to be actions this would allow a degree of interpretation when putting into practice.</p> <p><b>QUESTION:</b> The Chief Executive asked how SUMmit would make standpoint on a matter such as Palestine where a quick response might be required if it only met five times a year.  <b>ANSWER:</b> The Head of Student Voice explained that there shouldn't be a need to do this as the standpoints are not intended to be this specific.</p> <p>The Committee discussed how the Board would maintain effective oversight of standpoints to ensure nothing was published that might cause reputational damage for The SU. They agreed that Board should hold the power to override any standpoint approved by SUMmit where required.</p> <p><b>QUESTION:</b> The Chief Executive asked about where the budget for this was going to come from as the paper did not specify.  <b>ANSWER:</b> The Head of Student Voice explained that this would be covered as part of the Student Voice operational budget. They agreed to remove the mention of budget from the paper before it was submitted to Board.</p> <p>The Committee discussed and agreed that the paper should be recommended to Board for approval subject to the requested amendments.</p> <p><b>ACTION: The Head of Student Voice to amend citizenshift &amp; a political policy making framework paper before submission to the Board.</b></p>
7.	<p><b>Trustee Recruitment</b></p> <p>The Committee received a report on Trustee recruitment (See R4 of the Committee reports).</p> <p>They approved the proposed Trustee recruitment plan contained within the report.</p>
8.	<p><b>SU Alumni Spending</b></p> <p>The Committee received a report on SU alumni spending (See R5 of the Committee reports).</p> <p>The Head of Activities reported that the application process had been opened up for staff to apply for the funding with the deadline for applications being next Wednesday.</p>

	<p>They reported that the Finance team had recently completed some work reviewing alumni spending for the past three years which had identified that actual amount left in the fund was closer to £30k. This was the result of student groups not needing to use the full amount allocated to them for their project. A discussion would need to be had with the alumni department around whether this would need to be returned or could be kept to be used next year.</p> <p>The Head of Activities reported that they were reviewing the alumni application process for next year with a view to making it simpler and easier for student groups to apply for. This would hopefully result in more groups coming forward to apply for the funding.</p> <p>The Chief Executive noted that it was really important that The SU demonstrates to the alumni department that it is capable of spending the money given to ensure that we continue to receive this money in the future.</p>
9.	<p><b>Project/Campaign Management</b></p> <p>The Committee received a report on current projects (<i>See R6 of the Committee reports</i>).</p>
10.	<p><b>Top Ten Verbal update</b></p> <p>The President reported that:</p> <ul style="list-style-type: none"> <li>• Getting the University to commit to sustainable investment practices and divest from all companies with links to the fossil fuel industry will require more work going forward.</li> <li>• Enacting a Universal Trans Policy, developed with students and staff should be completed by the end of the month.</li> </ul> <p>The Sport Officer reported that:</p> <ul style="list-style-type: none"> <li>• Creating a list of additional costs from the University experience and look to reduce these costs on an annual basis to ensure equity of experience is progressing well.</li> </ul> <p>The Community Officer reported that:</p> <ul style="list-style-type: none"> <li>• Enhance case management of Report and Support to provide a swift and effective resolution to cases continues to be actioned.</li> <li>• Provide additional, sustainable staff resource to ensure the delivery of mental health first aid training to at least 10% of students staff is being actioned.</li> </ul> <p><b><i>(The Education Officer, President and Postgraduate Officer all left the meeting at this point)</i></b></p>
11.	<p><b>Head of Department's business</b></p> <p>No items were raised here for discussion.</p>
12.	<p><b>Any other business</b></p> <p>The following items had been previously identified for discussion under any other business:</p> <p><b>1) Score</b></p> <p>The Chief Executive reported that the University were raising concerns about the club night being called Score. It was their belief that an agreement had been reached three years ago whereby the name would be dropped though there is nothing recorded in writing to support this. To date there had been no complaints received about the name from students to suggest there was a need to change it.</p>

The Head of Commercial Activities advised that this was not the right time to be making a name change and recommended that this should only be done after the club was back up on its feet. There were implications to changing the name as a strong good reputation had been built up around it which, if the name was dropped, could be taken by another club in town potentially stealing customers. If this was to be done it would be best to be done quietly without changing the branding.

The Committee discussed and agreed that this was not the right time for a name change and that this should be reviewed again in the future when the club was back to normal.

**2) Chaplaincy**

The Chief Executive reported that the Chaplain had been in contact with The SU to check if anyone had any objections to making the space outside the chaplaincy more accessible to all faith groups.

The Committee discussed and agreed that they supported this plan.

**The meeting ended at 2.30pm**

Item	Action	Action Owner	Exp Finish
5	To look at incorporating cause language into SU comms to improve the KPI relating to feeling a part of The SU.	Marketing & Communications Manager	
6	To amend citizenship & a political policy making framework paper before submission to the Board	Head of Student Voice	Jun-21

Top Ten 2020-21	Officer	University	Progress
Commit to sustainable investment practices and divest from all companies with links to the fossil fuel industry	President	Finance Director	Completed [No direct investments remain]
Create and commit to a specific action plan for decolonising the curriculum	Education	PVC L&T	Partially completed
Enact a Universal Trans Policy, developed with students and staff	President Community	HR Director	Completed [Gender identity policy to be approved soon]
Provide additional, sustainable staff resource to ensure the delivery of mental health first aid training to at least 10% of students staff	Community	DVC	Partially completed
Ensure good supervision practice through provision of training to all supervisors	Postgraduate	PVC I&D	Partially completed
Enhance case management of Report and Support to provide a swift and effective resolution to cases	Community	VP student experience	Completed
Introduce a policy for all students to be able to access recordings of all their lectures	Education	PVC L&T	Completed
Produce clear guidance and communication with our placement students to ensure that impacts due to Covid-19 are mitigated as much as possible	Education	PVC L&T	Completed
Design a specific support plan for students from low-income backgrounds in order to provide jobs and support in light of Covid-19	Sport	VP student experience	Partially completed
Create a list of additional costs from the University experience and look to reduce these costs on an annual basis to ensure equity of experience	Sport	VP student experience	Partially completed

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| <p><b>ACTIONS</b></p> <ul style="list-style-type: none"> <li>• To monitor and receive updates on progress to achieve Top Ten;</li> <li>• To identify additional support that might be needed to support Officers in order to achieve Top Ten actions.</li> </ul> |
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