

Meeting:	Leadership Committee		
Location:	Microsoft Teams Meeting		
Date & Time:	Wednesday 15th September 2021 at 9.30am		
Present:			
Meg Crossman	Community Officer		
Siddharth Singh	Postgraduate Officer		
Elizabeth Stacey	Sport Officer		
Jacob Withington	Education Officer		
Zoe Paumelle	Activities Officer (<i>Chair</i>)		
In attendance:			
Mandy Wilson-Garner	Deputy Chief Executive		
Gregory Noakes	Governance & Executive Support Manager (<i>Secretary</i>)		
Polly Hawker	Head of Activities		
Charlie Slack	Head of Student Voice		
Helen McHenry	Head of Finance		
Item			
1.	Apologies for absence		
	Name	Reason	Accepted
	Michael Dalton	Staff training	Yes
	Nicky Passmore	Not feeling well	Yes
	Annie Willingham	Other work priorities	Yes
2.	Notice of any other business		
	No items was identified for discussion under any other business.		
3.	Declaration of conflict of interest		
	No one 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 and approved minutes of the previous meeting.		
5.	Safe Taxi Scheme		
	The Committee received a report on safe taxi scheme (<i>See R1 of committee reports</i>).		
	The Community Officer explained the scheme and how it would work to the committee. A procedure has been put in place to ensure repayment but having discussed this with other Universities they do not believe this will be an issue. The scheme will be reviewed on a monthly basis with an update being given at the next meeting.		
	The Committee approved the proposal subject to the proposed hours of the scheme being amended to 10pm to 5am.		
	ACTION: Community Officer to report at the next Leadership committee on the first month of the scheme.		
6.	Top Ten update		

	<p>Officers reported that the Top Ten for 2020-21 would be:</p> <p>Jacob reported on attainment gaps and pushing for an academic lead on this. Improvement to personal tutor system by expanding school of management student experience officer.</p> <p>Meg expand provision for mental health. Inclusive spaces for under-represented students.</p> <p>Zoe Sustainable investments – re-writing the uni investment policies which could guide them for next 7-8 years. Looking at international student fees and experience.</p> <p>Elizabeth suslis club – looking at changing rooms as these need to be redone in order to keep this place being used.</p> <p>Sid Doctor provisions and training to take this through doctoral college.</p> <p>Annie Post covid recovery and looking at student spaces.</p> <p>Once wording finalised will circulate this this week.</p>
7.	<p>Head of Department's business</p> <p>The Committee discussed and agreed that more clarity was required on what items the Head of Departments were expected to bring to the meeting under this item.</p> <p>ACTION: Governance & Executive Support Manager to seek clarity from Chief Executive on what items Head of Departments are expected to bring to the meeting.</p>
8.	<p>Any other business</p> <p>No items had been previously identified for discussion under any other business.</p>

The meeting ended at 10am

Item	Action	Action Owner	Exp Finish
5	To report at the next Leadership committee on the first month of the scheme.	Community Officer	20/10/2021
7	To seek clarity from Chief Executive on what items Head of Departments are expected to bring to the meeting	Governance & Executive Support Manager	20/10/2021

