

Meeting:	Leadership Committee		
Location:	Microsoft Teams Meeting		
Date & Time:	Wednesday 10th November 2021 at 9.30am		
Present:			
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		
Helen McHenry	Head of Finance		
Amy Young	Insight & Engagement Manager		
Item			
1.	Apologies for absence		
	Name	Reason	Accepted
	Nicky Passmore	Sick	Yes
	Charlie Slack	Another meeting	Yes
	Meg Crossman	Annual leave	Yes
	Mike Dalton	Work priority	Yes
2.	Notice of any other business		
	No items were 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.	KPIs & Student Life Survey		
	The committee received a report on KPIs & Student Life Survey (<i>see R1</i>).		
	The Insight & Engagement Manager explained for November the survey results showed a slight dip in engagement with it compared to October. However, this was to be expected as students tend to be more engaged in the first month. In terms of the KPIs the results were showing an increase compared to this time last year.		
	A committee member noted that due to last year being exceptional it might be better to compare the KPIs to those in 2019. The Insight & Engagement Manager explained that this might not be possible as there were some differences between the questions used but they agreed to check.		
	The committee discussed whether students would know the difference between some of wording used in a few of the KPIs as they were very similar. The Insight & Engagement Manager explained the differences between the two KPIs which was that one was about		

	<p>everyday students shaping the community and the other about student leaders. However, they agreed that the wording needed looking at again to better differentiate between the two.</p> <p>The Insight & Engagement Manager explained that the staff survey is run by University and that this had not done during the pandemic. As a result it was not possible to provide a KPI on staffing. There was also now a question of whether HR would be returning to normal practices or continuing with the practices established during the pandemic. The Deputy Chief Executive agreed to check with HR on this.</p> <p>ACTION: Deputy Chief Executive to check with HR regarding the status of the staff survey</p> <p>The committee discussed the last KPI on finance and agreed that this didn't make much sense as a KPI. The Insight & Engagement Manager noted</p> <p>The Deputy Chief Executive explained that post-covid there was now a piece of work that needed to be carried out to re-look at the strategic plan and develop new objectives to inform the KPIs.</p> <p><i>(The Insight & Engagement Manager left the meeting at this point)</i></p>
6.	<p>Associate membership</p> <p>The Head of Activities explained that they had previously circulated a document about associate members to the Officers who had indicated that they were happy with the current process. Going forward there were a few minor points that need to be clarified in terms of the criteria for membership. Some changes had been made to the form to ensure that groups couldn't pay associate members or have such members represent the University.</p> <p>The Head of Activities explained that they were putting together a step by step guide for officers and staff to follow with regards to appointing associate members. An old associate membership register spreadsheet had been revived in order to ensure this was tracked.</p> <p>The Governance & Executive Support Manager suggested that associate members should be required to complete some simple online training about their role to make sure they understood their role. If they exceeded their role the training would put The SU in a strong position to remove them with the evidence that they had been previously trained on it.</p> <p>The Head of Activities asked whether a separate process was needed for Backstage as their needs for associate members were different as they sometimes needed expertise for one off events. It was also noted that these members give a lot of time and energy which the Head of Activities and Head of Commercial feel should be recognised better going forward. The committee discussed and agreed that the Head of Activities should work with Backstage to develop a separate process for one-off event associate membership.</p> <p>ACTION: Head of Activities to develop separate process for one-off event associate membership.</p>
7.	<p>Governance</p> <p>The Governance & Executive Support Manager reported on the progress made to date with policies. All policies except for fundraising and finance had been drafted. These were now being shared with senior management for feedback. The next stage which would likely happen after the Chief Executive's return would be for these to be submitted for adoption.</p> <p>The Governance & Executive Support Manager explained that the next step for this would be for the Peer Support Manager to develop training that could be used by both staff and</p>

	<p>students. The completion of the training would be tracked and used as part of the data given in future assurance reports to the Board. This training would be classed as essential if student leaders did not complete this they would be removed from their role.</p> <p>The committee discussed concerns around whether The SU was asking too much of student leaders in terms of training. It was explained that the training would be made as short and simple as possible but that it was important that student leaders be trained on these matter because there were serious implications if they didn't do things correctly.</p>
8.	<p>Complaints/Disciplinary</p> <p>The committee received a report on complaints/disciplinary matters (see R2).</p> <p>QUESTION: An Officer asked whether students know how to make complaints. ANSWER: The Head of Activities explained that student leaders are sent an email about how to raise a complaint at the start of term.</p> <p>The Head of Activities raised that there issues occurring within clubs which are not coming up through the complaints processes as people are choosing not to raise them. Instead they are discussing these with wellbeing services but as a result the activities team are not being made aware of the issues. The committee discussed and agreed that these teams should be approached to see if they would be willing to provide anonymous data with regards to issues being raised about clubs.</p> <p>ACTION: President to speak to Anthony Payne and Head of Activities to speak to Advice & Support Manger about reporting issues about clubs.</p>
9.	<p>Top Ten update</p> <p>The committee received a report on Top Ten (see R3).</p> <p>The Officers reported that they had presented the Top Ten for 2021-22 to the University.</p> <p>The Sport Officer gave a short update on a work inspection carried of Sullis club.</p> <p>The President gave a short update on post-covid. They had met with University senior management to start looking at an action plan with regards to increasing study spaces and inclusive spaces. A recent success had result in the locating a space for the hair dressers which would all be funded by the University. They were also looking at non-alcoholic spaces and a garden of remembrance for where students could also go.</p> <p>The Education Officer reported that they met with University senior management to discuss tackling gaps in support for the Personal Tutor system.</p>
10.	<p>Head of Department's business</p> <p>No items had been received or raised for discussion here.</p>
11.	<p>Any other business</p> <p>No items had been previously identified for discussion under any other business.</p>

The meeting ended at 10.50

Item	Action	Action Owner	Exp Finish
5	To check with HR regarding the status of the staff survey	Deputy Chief Executive	15/12/2021

6	To develop separate process for one-off event associate membership.	Head of Activities	
8	President to speak to Anthony Payne and Head of Activities to speak to Advice & Support Manger about reporting issues about clubs.	President Head of Activities	15/12/2021