AGENDA

THE SU
UNIVERSITY
OF BATH

Meeting: **Leadership Committee**
Location: **The Edge SU Meeting Room**
Date & Time: **19.04.23**

Item		Presenting	Report
1.	Apologies for Absence		
2.	Notice of Any Other Business		
3.	Declaration of Conflict of Interest		
4.	Minutes of the Previous Meeting and Matters Arising		
5.	Establishing a Pilot Program to Trial PG Committee Positions in Recommended Societies	Viktor Toshev and Jura Neverauskaite	R1
6.	Student Life Survey	Amy Young	Verbal
7.	Update on Health and Safety Policy and H&S Group	Beki Self	Verbal
8.	What feedback do staff and officers want from trustee reports?	Beki Self	Verbal
9.	Staffing Updates (If any)	Mandy Wilson-Garner	Verbal
	Any Other Business		
	To Confirm the date and time of future meetings Wednesday 17th May Wednesday 21st June		

Item	Report Number
Actions Arising and minutes of previous meeting	-
Establishing a Pilot Program to Trial PG Committee Positions in Recommended Societies	R1

Actions arising from previous meetings	Action Owner	Expected finish	Progress/update
SU President to contact the Bike Mayor (Saskia Heijltjes) to investigate potential avenues of collaboration	Alexander Robinson	04/23	Initial contact made, still to arrange a phone call.
Head of Activities to invite Postgraduate Officer and Activities Officer to an Activities Managers Meeting.	Polly Hawker	04/23	
Senior Governance Administrator to have a conversation with the Media and Communications manager about how social media of student groups is reviewed.	Beki Self	04/23	
Head of Activities to provide updates on storage for student groups as this matter progresses.	Polly Hawker	Ongoing	
Senior Administrator (Governance) to take Health and Safety Policy to the newly established Health and Safety group.	Beki Self	04/23	
Officers to take Student Groups Policy to their Executive Committees (if relevant) for feedback.	All officers	05/23	

Decisions made without a meeting
None.

CONTACT:	Beki Self	E-Mail: ras232@bath.ac.uk

Meeting:	Leadership Committee
Location:	Online via Microsoft teams
Date & Time:	22.03.23 9.30-11

Present:		
Name		*Role*
Viktor Toshev	VT	Chair, Activities Officer
Alexander Robinson	AR	SU President
Blake Walker	BW	Community Officer
Jura Neverauskaite	JN	Postgraduate officer
Julia Kildyushova	JK	Education Officer

In Attendance:		
Name		*Role*
Beki Self	BS	Secretary - Senior Administrator (Governance)
Mandy Garner-Wilson	MGW	Chief Executive (Interim)
Charlie Slack	CS	Deputy Chief Executive (Interim)
Polly Hawker	PH	Head of Activities
Amy Young	AY	Head of Voice (interim)
Ryan Lucas	RL	Head of Voice (Interim)
Helen McHenry	HMc	Head of Finance

Item	
1.	**Apologies for absence** <table><tr><td>**Name**</td><td>**Reason**</td><td>**Accepted**</td></tr><tr><td>Elizabeth Stacey</td><td>Work commitments</td><td>Yes</td></tr><tr><td>Mike Dalton</td><td>Illness</td><td>Yes</td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></table>
2.	**Notice of any other business** No notice of any other business.
3.	**Declaration of Conflict of Interest** No declaration of conflicts of interest.
4.	**Minutes of the Previous Meeting and Matters Arising** Minutes of the previous meeting were unanimously approved. **Matters arising** *SU President to contact the Bike Mayor (Saskia Heijltjes) to investigate potential avenues of collaboration.* - SU President confirmed they have reached out and are in the process of setting up a call. To be reviewed next meeting.

	SU President to look into the SU contributing to the cost of living taskforce - It is understood the Vice Chancellor submitted something on behalf of the University but the SU has missed the deadline to contribute. A discussion was had regarding the Bath and North East Somerset Council and how in the previous grants for people on low incomes specifically excluded full-time students. It was noted due to the proximity of the local elections that councillors wouldn't be able to take any action for students due to the pre-election period. However Councillors on SCP did provide names of who may be good to contact and this should be followed up after the elections. *Activities Officer and Postgraduate Officer to conduct further research and bring an updated proposal to a future leadership committee.* - Progress has been made on this and research with students is ongoing. Head of Activities (PH) recommended the Activities Officer and Postgraduate Officer join the Activities Managers meeting to get insight and feedback from staff. ACTION: Head of Activities to invite Postgraduate Officer and Activities Officer to an Activities Managers Meeting. *The Community Officer to share the new terminology with diversity groups and let the Head of Student Support and Safeguarding know if questions arise.* - Community Officer has contacted the groups and there has been no further questions. *Chief Executive to contact other SU CEOs about what other organisations are doing about antisemitism.* - Chief Executive (Interim) has contacted other SUs (Bristol, Bath Spa and Reading). It appears SUs are waiting for NUS to create training and resources. *Senior Governance Administrator to have a conversation with the Media and Communications manager about how social media of student groups is reviewed.* - This has not been done. Action to be carried over to the next meeting. *Head of Student Voice and Engagement (Interim) to speak to the Deputy Chief Executive about how students can feed into Policy.* - This topic will be addressed in item 5.
5	**Membership-led democracy, policy setting and scrutiny** This item was brought to the meeting verbally by SU President (AR). The aim of this item is to facilitate a discussion about what the actions the SU can take regarding being a student-led organisation. Ideally, AR would like steps to be in place for the next academic year. Deputy Chief Executive (Interim) (CS) noted this topic has been highlighted as an area that needs work for a while. There has been a lot of questions about student feedback in relation to how SUmmit functions. There has been hesitation about this due to the amount of work involved as they are keen to avoid rushing in and getting it wrong. It would be good to have this as a part of the strategy but realistically the staff time this will need means something will need to be cut.

	A discussion was had regarding what does scrutiny for the officers mean and the reasons for waiting to implement a potential solution such as a counterpart to Summit focusing on SU policies and processes. It was noted a Terms of Reference review for Summit was coming up which may help.
6.	**Storage issues** This item was brought to the meeting verbally by SU President (AR).There has been note of concerns regarding capacity and would like the committee to consider actioning the SU to pay for storage or ask the University for more space. Head of Activities (PH) noted they have recently spoken to the Activities Officer (VT) about this. There Is currently a review of what storage student groups currently have and need including updating asset registers and assessing efficiency of current storage use. It was noted that it would be good for Leadership to be kept updated regarding storage. ACTION: Head of Activities to provide updates on storage for student groups as this matter progresses.
7.	Health and Safety Policy Senior Administrator (BS) brought the Health and Safety Policy to the meeting noting it was due for renewal and wanted to know if there was anything key the committee felt needed to be updated. Head of Activities noted that a new Health and Safety group was being set up and recommended the policy was taken to this. No further comments from the committee regarding the policy. ACTION: Senior Administrator (Governance) to take Health and Safety Policy to the newly established Health and Safety group.
8.	**Student Groups Policy** Senior Administrator (BS) brought the Student Groups Policy to the meeting noting it was due for renewal and wanted to know if there was anything key the committee felt needed to be updated. Head of Activities (PH) suggested Executive Committees would be a good way for students to feed into the policy. No further comments from the Committee were made. ACTION: Officers to take Student Groups Policy to their Executive Committees (if relevant) for feedback.
9.	**Staffing** Chief Executive (Interim) (MWG) provided a verbal update regarding staffing in the SU. Chief executivbe recruitment is progressing. Candidates will be shortlisted on 28th March and Interviews and Panels will take place on 21st April. Vacancies across the SU is steady with far fewer gaps. Regarding concerns about casual staff, HR are now more aware of the SUs needs and the process should be smoother this year.

	Any other business
	A discussion was had regarding area budgets and if there is a disparity of spending across departments. Head of Finance (HMc) offered to go through any budgets with the officers to support ongoing scrutiny and review of the SU finances.
	Date and time of future meetings Wednesday 19th April 9.30-11

The meeting ended at 10.18

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PG COMMITTEE POSITIONS IN SOCIETIES PILOT

Establishing a pilot program to trial PG committee positions in suggested societies

PURPOSE

To propose creating a position for a postgraduate committee member in each departmental society where there is a high number of postgraduate students in the corresponding department.

CONTENTS

REPORT

1. Background

1.1. Within departmental societies, postgraduate students have low levels of engagement. The PGT Council heard concerns about PGT students' lack of access to departmental events.

    1.1.1. Data on the number of postgraduate students with membership of departmental societies is not available, however it is evident from consultation with the chairs of several departmental societies that the number of active postgraduate members is low. For example, the chair of Chem Soc has mentioned that there are no active PGT or Doctoral members within the society.

1.2. For postgraduate students, SU Groups frequently appear to be designed exclusively for undergraduates, with committees being led by first- and second-year undergraduate students, no events specifically targeted at postgraduates, and little opportunity provided to network with other postgraduate students.

1.3. During the PGT Council, students lamented the lack of networking possibilities for postgraduate students and the fact that career-development activities were more suited to undergraduates.

1.4. There are currently 8 SU groups that have a postgraduate representative with none of them being a departmental society

2. Postgraduate Students' Needs

2.1. Consultation has taken place informally with postgraduate students engaged with student groups, postgraduates not involved in student groups and undergraduates' committees' members. for their thoughts on the impact of postgraduate committee positions.

2.2. Matthew Houghton, the PG Committee member in of the Football Club, provided the following feedback regarding the needs of postgraduate students:

    2.2.1. *"A dedicated PG representative on committee, in any capacity, allows PG members to feel more able to get involved with clubs."*

    2.2.2. *"A student who is 24 joining a club of 18/19 year-olds is daunting, and something rarely considered when*

PG COMMITTEE POSITIONS IN SOCIETIES PILOT

talking about postgraduate involvement. A postgrad member in the committee can help tackle this barrier and make postgrad students feel more welcomed."

2.2.3. *"There is a whole additional (summer) semester where postgraduates may be at university but not able to engage with the SU. A present postgraduate rep on a committee may be able to run activities in these periods."*

2.2.4. *"A postgraduate's perspective can only truly be understood by a postgraduate and I firmly believe the Students Union must do more to engage postgraduates in societies/sport through better postgraduate representation in committees."*
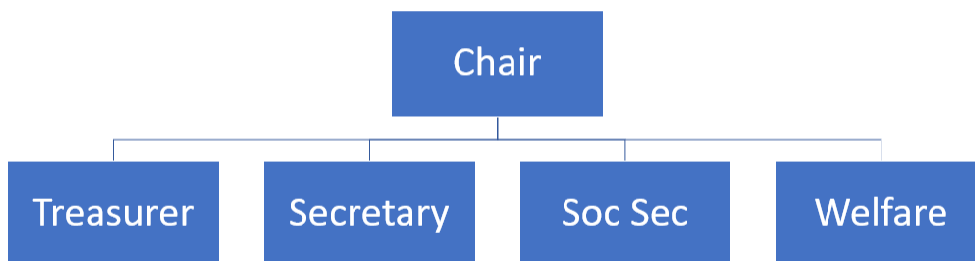
3. Proposal

3.1. To trial a postgrad committee position titled "Postgraduate Secretary" over the period of 1 academic year in 6 selected student groups. This position will link to a postgraduate sub-group for its respective society.

3.2. After analysing the data provided by the Registry (available in appendix 1) it is proposed that departmental societies which correspond to university departments with the highest numbers of postgraduate students would offer the greatest chance of success. These societies are:

- ACE – Architecture and Civil Engineering
- BAPS – Psychology
- BCSS – Computer Science
- BEST – Economics
- BEAMES – Electrical and mechanical Engineering
- BUPS – Politics

3.3. The diagrams below portray the minimal change needed in the organizational structure of the committees if the proposal gets approved.

Current Organisational Chart of the Meng Society

Organisation Chart of Meng Society post-proposal
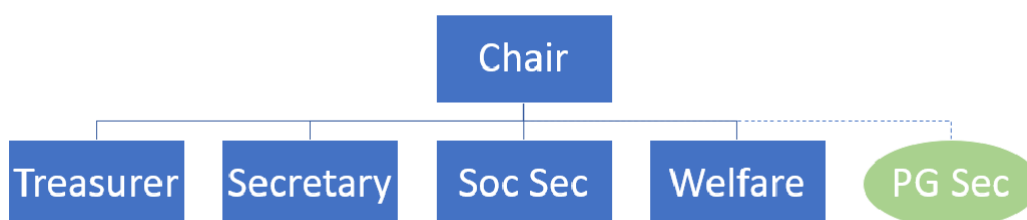
3.4. PG Sec elections and by-elections will take place in October of the following year. This will enable PGs who have only recently arrived in Bath to stand in the election.

3.5. Having a PG sec means that there always is a committee member who oversees developing the PG community in this department, who can plan events specifically for PGs, and who can ask for Central Budget Fund funding for their events.

3.6. Being officially part of the committee will enable Postgraduate Secretaries to organise official SU events, reach out to other societies, and apply for SU funding.

3.7. This proposal offers advantages to all parties involved. Postgraduates have the chance to get more involved and feel like a valued part of the student body, while the societies themselves see an increase in membership. Additionally, it will enable the SU to improve PG participation, one of its most key strategic goals, and provide more money for societies from the additional membership costs.

3.8. There was some interests from other groups outside departmental societies. If pilot is successful, we hope it will be expanded to other groups such as the Arts.

4. Feedback on the proposal

4.1. The proposal was approved by all managers from the activities team, who also agreed to offer the Activities and PG officers additional support for the policy's implementation.

4.2. 'The 6 proposed pilot groups were contacted with the proposals to ask if they had any feedback. Only two groups responded, and their response was overwhelmingly positive:

    4.2.1. Trevor Wood – Welfare and Inclusivity Officer of BCSS said "I brought it up with the committee and they really loved the idea! We would be very interested to get involved"

    4.2.2. Shourya Gupta – Chair of BEST "I am not aware of many PG students who are part of BEST and I am surprised to hear there are so many PG students in Economics. I like your proposal and I will speak with the next chair so that BEST take part."

4.3. Discussed the proposal in PGT and doctoral councils again and had positive feedback from both.

    4.3.1. Many doctoral students noted that they are only attending societies and sports sessions if they are specific to PG students and having a PG committee member would mean more of those sessions would be held.

    4.3.2. Others noted, that due to covid they were not able to join societies at the start of their doctoral degree, and it is hard to do so now, so having a PG committee member might help students who feel similarly.

4.4. Had an exchange with 2 committee members of Salsa Soc who are PGR students. They spoke very favorably of the proposal and said Salsa would be interested in taking part in the pivot. They mentioned they try to get as many PG involved in salsa as they can, and it would be great if there is a committee role specific for that

4.5. We brought the proposal to SUmmit which was broadly supported in principle. Feedback received has been considered and highlighted within the key risks, postgraduate need, and impact sections of this paper.

4.6. Met with the former PG Committee member and the co-chair in Women in STEM.

    4.6.1. She has noted that the number of PG students participating in the society was much higher when they had the position of PG Committee member filled.

4.7. Attempts were made to schedule meetings with PG representatives in other societies, such as LGBTQ+ with no success

5. Timeline if approved

5.1. Assess which societies should have a PG sec on their committee (completed), based on student consultation

5.2. When decision has been taken discuss the process and the next steps with the newly elected committee for next academic year. (April/May)

5.3. Run PG Election (Early October)

5.4. Training of Elected PG Secs (October)

5.5. PG Officer and Activities to meet to review the success of the pilot and decide whether the policy should be expanded to other societies. (January 2024)

6. Expected Benefits:

6.1. Making postgrads feeling included in the student community

6.2. Improving postgraduate students' participation in the SU

6.3. Growing the number of postgrads in Departmental Societies and the societies area as a whole

6.4. Departmental societies that have postgraduate secretaries can help gather student feedback; this is crucial given the lack of academic representation for postgraduates.

6.5. More activities for postgraduates to enjoy during the summer and reduce the feeling of "isolation and being forgotten about during summer"

7. Key Risks

7.1. There is a chance that PG Sec will have little influence over the number of PG Students within departmental societies.

7.2. No PG students running in the elections for this position.

7.3. During SUmmit, a student leader brought up the risks associated with specific rep roles, such as diversity and support roles: "My fear with any kind of specific rep role is that it puts the student that takes it up at increased risk of being scapegoated if diversity continues to be a struggle. The existence of reps for specific communities has to be backed up with exceptional support from the SU, otherwise such roles risk serious welfare harm to those who hold them".

8. Staff resources needed

8.1. Societies Area: due to the size of the pilot it is expected there will be a minimal increase in workload for staff from this area relating to event planners.

8.2. Web and marketing team - despite this, we will need additional work from staff, particularly the web team, to introduce PG secs position in 6 societies on the website, create a new election tab for PG secs on the

website and advertise PG Secs positions on October.

8.3. Peer Support Team: Additional Training session will have to be organised and delivered for PG secs for late October.

8.4. PG and Activities Officer support: Coordinate the process and schedule by-monthly catch ups to support PG Secs

9. Actions

The Leadership Committee are asked to approve the following proposal:

Establish a pilot program of creating 'Postgraduate Secretary' positions on the Committees of these departmental societies: Architecture and Civil Engineering; Psychology; Computer Science; Economics; Electrical and mechanical Engineering; Politics in line with the timeline outlined in point 4 of this report.

Contact:	Officers: Viktor Toshev Jura Neverauskaite	E-Mail: suactivities@bath.ac.uk supostgrad@bath.ac.uk

Appendix 1:

Doctoral numbers

	Full-time			Part-time		
	Home	EU	Islands / Overseas	Home	EU	Islands / Overseas
University	652	92	285	350	59	293
Engineering & Design	126	31	77	15	4	3
Architecture & Civil Engineering	24	5	23	6		2
Chemical Engineering	22	7	13	1		
Electronic & Electrical Engineering	18	2	17	1		1
Mechanical Engineering	62	17	24	7	4	
Humanities & Social Sciences	195	17	72	248	41	176
Economics	5	1	16	2	1	1
Education	4	1	25	132	24	118
Health	37	3	10	82	7	20
Politics, Languages & International Studies	11	3	7	4	1	
Psychology	117	9	5	7	1	
Social & Policy Sciences	21		9	21	7	37
Science	296	36	95	23	3	1
Biology & Biochemistry	56	8	15	2	1	
Chemistry	85	3	22	5		
Computer Science	53	8	16	7	1	
Mathematical Sciences	58	13	25	4	1	
Pharmacy & Pharmacology	16	2	12	4		1
Physics	28	2	5	1		
Science Cross-dept						
Management	24	6	41	64	11	113

Table 3. Core postgraduate taught students

Headcount of students registered on 1 December by faculty, department, mode, fee status[1]

	2022/23					
	Full-time			Part-time		
	Home	EU	Islands / Overseas	Home	EU	Islands / Overseas
University	463		1158	1314	200	964
Engineering & Design	29		163	48		12
Architecture & Civil Engineering	17		62	46		5
Chemical Engineering	4		8			
Electronic & Electrical Engineering	1		26			
Mechanical Engineering	7		67	2		7
Engineering & Design cross-dept[2]						
Humanities & Social Sciences	248		220	397	60	474
Economics	35		33	62	26	156
Education	4		29	161	20	271
Health	21		16	106	11	34
Politics Languages & International Studies	44		57	4	1	
Psychology	100		51	17		
Social & Policy Sciences	27		17	47	2	13
Humanities & Social Sciences cross-dept[3]	17		17			
Science	81		122	734	116	359
Biology & Biochemistry	30		14			
Computer Science	28		92	432	114	328
Mathematical Sciences	10		8			
Pharmacy & Pharmacology	13		8	302	2	31
Management	103		608	124	24	119