

Meeting:	Leadership Committee	
Location:	1 East Meeting Room 3.20	
Date & Time:	Wednesday 10 October 2018 at 9.00am	
Present:		
Jack Kitchen	Education Officer (Chair)	
Jiani Zhou	Postgraduate Officer	
Alisha Lobo	Community Officer	
Kimberley Pickett-McAtackney	Activities Officer	
Andy Galloway	Sport Officer	
Eve Alcock	President	
Andrew McLaughlin	Chief Executive	
In attendance:		
Gregory Noakes	Governance & Executive Support Manager (Clerk)	
Mandy Wilson-Garner	Deputy Chief Executive	
Bryony Hitchcock	Digital Assistant	
Item		
1.	Election of Chair The Education Officer was elected Chair of the committee.	
2.	Apologies for absence All committee members were present.	
3.	Notice of any other business The following item was identified for discussion under any other business: 1) Cause Project	
4.	Declaration of conflict of interest No committee members declared a conflict of interest in any item on the agenda. Committee members were reminded to declare any conflict of interest if it arose during the course of the meeting.	
5.	Minutes of previous meeting The minutes of the previous meeting were approved and signed by the chair.	
6.	Matters arising from previous meeting ACTION: Amend the Terms of References for the Operations Sub-committee and Leadership committee. OUTCOME: Completed. ACTION: Change the meeting day and times for future Leadership committee meetings. OUTCOME: Completed. ACTION: Update on the strategic plan to be prepared for the next meeting. OUTCOME: Completed.	

	<p>ACTION: Provide feedback to the Chief Executive on the annual report via email by next Thursday.</p> <p>OUTCOME: Completed.</p>
	<p>ACTION: Complete the Board of Trustees report template and email round for input before the next Board meeting.</p> <p>OUTCOME: Completed.</p>
7.	<p>Knowledge Presentation</p> <p><i>(The Sport Officer joined the meeting at this point)</i></p> <p>A presentation on student engagement with the Student Union (SU) was given by the Chief Executive and Digital Assistant.</p> <p>ACTION: Chief Executive to email the PowerPoint and link to the database round to committee members.</p> <p>QUESTION: The President asked how long the student life project would be going on for? ANSWER: The Chief Executive reported that the first year of the project was now complete but that there were two more years to this project. They noted that after the three years were up The SU would most likely bring the project in-house and run it themselves.</p> <p>QUESTION: The Chair asked if they knew who was filling out the survey? ANSWER: The Digital Assistant explained that the project gathered a whole range of information about the students who completed the survey.</p> <p>The committee discussed the Student Participation Research and suggested that the categories could be improved by distinguishing more between elections, policy and referendum to really drill down into why student engage in these different areas.</p> <p><i>(The Digital Assistant left the meeting at this point)</i></p>
8.	<p>Project Management</p> <p>The committee received an update on ongoing projects.</p> <p>QUESTION: The Activities Officer asked for an update on the Media project? ANSWER: The Chief Executive confirmed that the project had been completed and at a significantly lower cost than originally planned. Media now needed to focus on development work. There would be further updates given on this in future meetings.</p> <p>The committee considered the following projects for approval:</p> <p>1) Data Insight and Marketing Project</p> <p>The Chief Executive introduced and explained the project to the committee highlighting the benefits this project would bring to the Student Union (SU).</p> <p>QUESTION: The President asked what involvement the Student Voice team had had in putting this business case together? ANSWER: The Chief Executive explained that they had been involved in helping put the case together and had identified ways to free up time for the Engagement and Quality Co-ordinator to be able to work on the project.</p> <p>QUESTION: The Deputy Chief Executive asked if the contract referred to in the project was a fixed term contract?</p>

	<p>ANSWER: The Chief Executive confirmed that it was and explained that the money to fund this fixed term contract had been planned to come out of the reserves budget.</p> <p>QUESTION: The President asked what would happen if the money was no longer available?</p> <p>ANSWER: The Chief Executive explained that the fixed term contract would end if the project ended.</p> <p>The Chair asked for further clarification to be brought to the next meeting in the business plan on why the role was 0.4 FTE and term-time only.</p> <p>The Chair suggested and the committee agreed that they needed more time to consider this. This would be continued at the next meeting.</p> <p>ACTION: Data Insight and Marketing Project to be discussed further at the next meeting.</p> <p><i>(The Community Officer left the meeting at this point)</i></p>	
9.	<p>Review of the Strategic Plan</p> <p>The committee noted the strategic plan.</p>	
10.	<p>Minutes of sub-committee meetings</p> <p>The committee received the minutes of the following sub-committee meetings: Operations Committee 2018-09-11 Operations Committee 2018-09-18 Operations Committee 2018-09-25 Operations Committee 2018-10-02 Events Committee 2018-10-02</p>	
11.	<p>Any other business</p> <p>The following item had been previously identified for discussion:</p> <p>1) Cause Project</p> <p>This was not discussed.</p>	
<p>The meeting ended at 10 am.</p>		
Item number	Action	Responsibility
7	Email the PowerPoint and link to the database round to committee members.	Chief Executive
8	Data Insight and Marketing Project to be discussed further at the next meeting.	Clerk

