

Meeting:	Leadership Committee		
Location:	President's Office		
Date & Time:	Wednesday 28th August 2019 at 9am		
Present:			
Francesco Masala	Activities Officer (Chair)		
Ruqia Osman	Education Officer		
Tom Sawko	Sport Officer		
Jiani Zhou	Postgraduate Officer		
Alisha Lobo	Community Officer		
In attendance:			
Andrew McLaughlin	Chief Executive		
Gregory Noakes	Governance & Executive Support Manager (Secretary)		
Item			
1.	Apologies for absence		
	Name	Reason	Accepted
	Eve Alcock	Annual Leave	Yes
2.	Notice of any other business		
	No items were identified for discussion under any other business.		
3.	Declaration of conflict of interest		
	No committee members declared a conflict of interest in any item on the agenda.		
	Francesco and Alisha presenting papers to the meeting.		
4.	Minutes of previous Committee meeting		
	The minutes of the previous meeting were approved and signed by the Chair, subject to the following amendment being made:		
	P1 'Tom Sawko' removed from Present.		
4.1.	Matters arising from the previous Committee meeting		
	The committee noted that there had been no matters arising from the previous meeting.		
5.	Project Management		
	The committee received a report on introducing a project management framework (See R3 of the committee reports).		
	The Chief Executive outlined the rationale for introducing a framework for managing projects across The Students' Union (The SU).		
	QUESTION: An Officer asked who would be approving and monitoring these projects?		
	ANSWER: The Chief Executive explained that this would be done by the Leadership Committee.		

	<p>QUESTION: An Officer asked would this apply for projects done jointly with the University? ANSWER: The Chief Executive confirmed that this framework would apply for all projects and campaigns including those done jointly with other organisations such as the University.</p> <p>The committee discussed concerns that the framework might restrict The SU's ability to run quick projects or campaigns. It was agreed that this needed to be considered further to ensure that this was not an issue.</p> <p>The committee received the draft Project Management policy (See R4 of the committee reports).</p> <p>ACTION: Project Management policy and framework to be finalised and shared with Heads of Departments and Governance committee.</p> <p>The committee received a report on revising The SU's projects list (See R2 of the committee reports).</p> <p>The committee discussed and agreed to keep meeting room improvements as a potential project to spend money from the reserves on.</p> <p>The committee discussed and agreed that the reserves annual loss allocation for 201920 could be reduced to £15,000.</p> <p>The committee discussed and agreed that the following could be removed as potential projects from the projects list:</p> <ul style="list-style-type: none"> • AV replacement costs; • IT catch up; • SU awards upgrade.
6.	<p>Draft Trustees' Annual Report</p> <p>The committee received a report on the draft Trustees' Annual Report (See R5 of the committee reports).</p> <p>The committee discussed and agreed the following amendments under 2018/19 highlights:</p> <ul style="list-style-type: none"> • Add review of Complaints & Disciplinary procedures; • Remove reference to student family accommodation; • Add exam error work; • Add 3G pitch approved but not delivered; • Add success around mental health. <p>ACTION: Updated Draft Annual Report to come back to the next Leadership committee before going to the Board of Trustees for final approval.</p>
7.	<p>Paperclip</p> <p>The Chair presented and explained their report on Paperclip to the committee (See reports received separately).</p> <p>The committee discussed Paperclip and agreed to trial it once contractual clarifications were obtained.</p> <p>ACTION: Activities Officer to pass on the proposal to the Marketing & Communications Manager for action.</p>

8.	<p>Set Your Own Volume</p> <p>The Community Officer presented and explained a report on Set Your Own Volume campaign (See reports received separately).</p> <p>The committee discussed and agreed that the project needed to set some clear 'hard' measurable outcomes to focus its impact, and be more specific about the interventions, and these could be included in the rationale for why the campaign is needed.</p> <p>The committee agreed, that in principle, they would support the campaign provided that these concerns were addressed.</p>
9.	<p>Any other business</p> <p>No items had been previously identified for discussion.</p>
<p>The meeting ended at 10.30am.</p>	
Item number	Action
5	Project Management policy to be finalised and shared with Heads of Departments and Governance committee.
6	Updated Draft Annual Report to come back to the next Leadership committee before going to the Board of Trustees for final approval