

Meeting:	Leadership Committee		
Location:	1 East Meeting Room 3.20		
Date & Time:	Wednesday 18th December 2019 at 9am		
Present:			
Alisha Lobo	Community Officer		
Rugia Osman	Education Officer (<i>Acting Chair</i>)		
Tom Sawko	Sport Officer		
Eve Alcock	President		
In attendance:			
Gregory Noakes	Governance & Executive Support Manager (Secretary)		
Andrew McLaughlin	Chief Executive		
Mandy Wilson-Garner	Deputy Chief Executive		
Bryony Hitchcock	Data Insights & E-Marketing Lead		
Item			
1.	Apologies for absence		
	Name	Reason	Accepted
	Jiani Zhou	Annual Leave	Yes
	Francesco Masala	Annual Leave	Yes
2.	Notice of any other business		
	The following item was identified for discussion under any other business:		
	1) Women in Leadership Conference		
	2) We the Active Conference		
3.	Declaration of conflict of interest		
	No committee members declared a conflict of interest in any item on the agenda.		
4.	Minutes of previous Committee meeting		
	The minutes of the previous meeting were approved and signed by the Chair (<i>See R1 of the Committee reports</i>).		
4.1.	Matters arising from the previous Committee meeting		
	The Committee received a report on matters arising from the previous meeting (<i>see R2 of the Committee reports</i>).		
	The Chief Executive reported that it was not feasible to continue run the Flo Café as it was making a weekly loss of £500. At the next Board meeting the decision on whether to close this would be taken.		
4.2.	Decisions made without a meeting since the last meeting		
	The Committee received a report on decisions taken without a meeting since the last meeting (<i>See R3 of the Committee reports</i>).		
5.	Project Management		

(The Data Insights & E-Marketing Lead joined meeting at this point)

The Committee received a report updating them on the Data Insights & E-Marketing Lead project (See R4 of the Committee reports).

The Data Insights & E-Marketing Lead explained the background behind the project which had been set up as a fixed term role. They noted that this had been done because the University had put a freeze on the creation of new job roles.

There were four strands to the role:

- Creating a dashboard using area KPIs;
- Working on the student pulse survey with the Insight & Engagement Manager;
- Working with the different areas within The SU to help identify student issues and ways to tackle these issues strategically;
- Personalising the content of newsletters and communications to Students to ensure it is relevant to them.

The Data Insights & E-Marketing Lead reported on The SU Engagement Analysis (See additional document sent).

QUESTION: The Chief Executive asked has student participation with D&S groups halved within two years.

ANSWER: The Data Insights & E-Marketing Lead confirmed it has.

The committee discussed the data and noted that:

- Re-fresh historically had little impact and this was being looked at to address this;
- D&S support groups need more support that they are currently receiving which will hopefully be addressed going forward;
- Cultural groups were forming their own sporting activities;
- This will be very useful at informing areas plans but will need managers to take ownership to be truly effective.

(The Data Insights & E-Marketing Lead left meeting at this point)

6.

Any other business

The following items had been previously identified for discussion:

- 1) Women in Leadership conference

The President reported that they were working on this and would send a client brief around for the committee to approve without a decision.

- 2) We the Active conference

Sport Officer reported that they were working on this and would send a client brief around for the committee to approve without a decision.

The meeting ended at 10.30am.

Item number	Action
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