

Meeting:	<b>Leadership Committee</b>		
Location:	<b>Microsoft Teams Meeting</b>		
Date & Time:	<b>Wednesday 8<sup>th</sup> July 2020 at 3pm</b>		
<b>Present:</b>			
Francesco Masala	President ( <i>Chair</i> )		
Freya Jackson	Community Officer		
Annie Willingham	Education Officer		
Tom Sawko	Sport Officer		
<b>In attendance:</b>			
Gregory Noakes	Governance & Executive Support Manager ( <i>Secretary</i> )		
Andrew McLaughlin	Chief Executive		
Item			
1.	<b>Apologies for absence</b>		
	<b>Name</b>	<b>Reason</b>	<b>Accepted</b>
	Fritz Ho	Unknown	Yes
2.	<b>Notice of any other business</b>		
	The following items had been identified for discussion under any other business:		
	<ul style="list-style-type: none"> <li>1) Campaign to promote greener ways of traveling to campus</li> <li>2) Activities Officer</li> <li>3) Leadership committee Chair</li> </ul>		
3.	<b>Declaration of conflict of interest</b>		
	No conflicts of interests were declared in any items on the agenda.		
4.	<b>Minutes of previous Committee meeting</b>		
	The minutes of the previous meeting were approved and would be signed by the Chair at a later date ( <i>See R1 of the Committee reports</i> ).		
4.1.	<b>Matters arising from the previous Committee meeting</b>		
	The Committee received a report on matters arising from the previous meeting ( <i>see R1 of the Committee reports</i> ).		
4.2.	<b>Decisions made without a meeting since the last meeting</b>		
	The Committee received a report on decisions taken without a meeting since the last meeting ( <i>See R1 of the Committee reports</i> ).		
5.	<b>Strategy and Performance Monitoring</b>		
	The Secretary explained that it was planned for future reports to include updates on the progress that has been made against the strategy's key performance indicators ( <i>KPIs</i> ).		
	The Committee discussed and agreed that under strategy and performance monitoring an additional item should be included to report on progress being made towards sustainability.		

5.1.	<p><b>Equality, Diversity and Inclusion</b></p> <p>The Secretary explained that currently work was being done to identify KPIs for this area but once identified future reports would include updates on progress being made in this area.</p>
5.2.	<p><b>Complaints &amp; Student Member Disciplinary</b></p> <p>The Committee received a report on complaints and Student Member disciplinary (see R2 of the Committee reports).</p> <p>The Secretary reported that a noticeably high number of the Student Members reported to The SU for misconduct had been found to have links to either the Football &amp; Futsal Association or Rugby club. It was suggested that these might be areas worth considering for targeted intervention and support.</p> <p>The Secretary reported that there were currently two ongoing complaints being handled by The SU which were both related to Student Groups.</p> <p>The Committee discussed and agreed that Officers should receive training on complaints and Student Member disciplinary.</p> <p><b>ACTION: Officers to receive training on complaints and Student Member disciplinary.</b></p>
6.	<p><b>Project/Campaign Management</b></p> <p>The Committee received a report updating them on client briefs/business cases received since the last meeting (See R3 of the Committee reports).</p>
6.1.	<p><b>Ongoing Projects</b></p> <p>The Committee received a report on ongoing projects (See R3 of the Committee reports).</p>
6.2.	<p><b>Projects/campaign end review</b></p> <p>The Committee received a report updating them on projects/campaign end of reviews received since the last meeting (See R3 of the Committee reports).</p>
6.3.	<p><b>Project wish list</b></p> <p>The Committee received a report on a proposed project wish list (See R3 of the Committee reports).</p> <p>The Chief Executive explained that it had been recommended that The SU should be doing more to apply for external funding. A Trustee had volunteered to help with this and suggested that The SU should create a 'wish list' of projects that they might want to seek external funding for.</p> <p>The committee discussed some possible ideas that could be added to the wish list.</p>
7.	<p><b>Trustee Recruitment</b></p> <p>The Committee received a report on Trustee recruitment (See R4 of the Committee reports).</p>

The Committee discussed whether Marian McNeir should be recommended for re-appointment for a second term as an Independent Trustee.

It was noted that re-appointing Marian McNeir would provide the Board with a Trustee who:

- had experience of chairing the Complaints & Disciplinary committee for The SU;
- had experience of being on the governing body for the University of Bath;
- had experience of giving shrewd advice to The SU around managing sensitive matters;
- had strong links with the local community in Bath;
- helped diversify the Board by representing a different age demographic to the rest of the appointed Trustees.

It was agreed that Marian McNeir should be recommended to the Board for re-appointment for a second term as an Independent Trustee via a decision without a meeting.

**ACTION: Marian McNeir to be recommended to the Board for re-appointment for a second term as an Independent Trustee via a decision without a meeting.**

The Committee discussed and agreed that a black student should be recruited to fill the other vacant Independent Trustee position. Their appointment would provide a unique student perspective and help to increase diversity on the Board. It was agreed that recruitment for this position should take place in the autumn as student engagement might not be as high over the summer.

The Committee reviewed the previous assessment process and noted that, while resulting in some excellent Trustee appointments, the 'interview' style approach may not have been the most effective for all candidates. A candidate who had been excellent on paper, but not performed as great in interview, had reported back later to the Chief Executive that they had not been prepared for a 'formal' interview panel. Outside of the interview the Chief Executive had found them to be much more engaging.

The Committee discussed and agreed that for the next assessment process it might be better to set up a 'mock' Board meeting using previous papers. This would allow for a potentially better means of assessing how a candidate would fit in with the rest of the Board. It could also help to shift the tone away from an 'interview' feel to one which is more 'discussion' based.

**ACTION: A black student to be recruited in the autumn for the December Board meeting.**

8.

### **Any other business**

The following items had been previously identified for discussion:

#### **1) Campaign to promote greener ways of traveling to campus**

The Sport Officer explained their idea for a campaign to promote cycling to campus as a means of helping to reduce the carbon footprint. They noted that work would need to be done to identify the safest route for this. A client brief would be written up and shared with the Committee for a decision without a meeting.

**ACTION: Client brief for Sport Officer's campaign to be written and approved by the Committee via a decision without a meeting.**

#### **2) Activities Officer**

	<p>The Chief Executive proposed to the Committee an alternative idea to re-electing a new Activities Officer for the 2020/21 academic year.</p> <p>They explained that, given the circumstances, it might be more appropriate to leave this position vacant for the year and instead elect several part-time Officers. These part-time Officers would be used to carry forward specific areas of work within The SU.</p> <p>The Chief Executive asked Officers to consider the idea carefully before the next Committee meeting where a more detailed report would be presented to them to make a decision on.</p> <p><b>ACTION: Leadership committee to make decision on vacant Activities Officer role at their meeting.</b></p> <p><b>3) Leadership committee Chair</b></p> <p>The Committee elected the Community Officer to be Chair of the committee for the next year.</p>
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**The meeting ended at 5pm.**

<b>Item number</b>	<b>Action</b>
5	Officers to receive training on complaints and Student Member disciplinary.
7	Marian McNeir to be recommended to the Board for re-appointment for a second term as an Independent Trustee via a decision without a meeting.
7	A black student to be recruited in the autumn for the December Board meeting.
8	Client brief for Sport Officer's campaign to be written and approved by the Committee via a decision without a meeting.
8	Leadership committee to make decision on vacant Activities Officer role at their meeting.