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| Meeting: | Leadership Committee | |
| Location: | The Edge level 2 SU Meeting Room | |
| Date & Time: | 15 th February 2023 9.30 | |
| Present: | | |
| <i>Name</i> | | <i>Role</i> |
| Viktor Toshev | VT | Chair, Activities Officer |
| Blake Walker | BW | Community Officer |
| Jura Neverauskaite | JN | Postgraduate Officer |
| Elizabeth Stacey | ES | Sport Officer |
| Alexander Robinson | AR | SU President |
| Julia Kildyshova | JK | Education Officer |
| In Attendance: | | |
| <i>Name</i> | | <i>Role</i> |
| Beki Self | BS | Secretary, Senior Administrator (Governance) |
| Helen McHenry | HM | Head of Finance |
| Mandy Wilson-Garner | MWG | Chief Executive (Interim) |
| Ryan Lucas | RL | Head of Student Voice & Engagement (Interim) |
| Amy Young | AY | Head of Student Voice & Engagement (Interim) |
| Alice Ludgate | AL | Director of Student Support and Safeguarding - Present for item 5 |
| Sam Cook | SC | Peer Support Manager - Present for item 8 |

| Item | | | |
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| 1. | Apologies for absence | | |
| | Name | Reason | Accepted |
| | Charlie Slack | Annual Leave | Yes |
| | Mike Dalton | Annual Leave | Yes |
| | Polly Hawker | Annual Leave | Yes |
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| 2. | Notice of any other business | | |
| | Head of Student Voice and Engagement (RL) – Responsible Futures | | |
| | Activities Officer (VT) – How to get feedback from large student groups. | | |
| 3. | Declaration of Conflict of Interest | | |
| | No members of the Committee declared a conflict of interest. | | |
| 4. | Minutes of the Previous meeting and Matters Arising | | |
| | The Committee approved the minutes of the previous meeting. | | |
| | Actions Arising | | |
| | SU President to contact the Bike Mayor (Saskia Heijltjes) to investigate potential avenues of collaboration. – This is in progress. | | |

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| | <p><i>The Community Officer to request an item for the Accessibility Committee agenda; how does the University ensure future buildings are accessible and those with accessibility needs are treated equitably.</i> – This has been requested but there has not been a meeting of the accessibility committee since the last Leadership so there are no further updates.</p> <p>SU President to look into the SU contributing to the cost of living taskforce. – Action has not yet been taken on this and unfortunately was unable to attend the NUS briefing on this topic. Interim Head of Student Voice and Engagement (AY) noted they attended the NUS briefing and would be happy to talk to the SU President about it.</p> <p>Activities Officer and Postgraduate Officer to conduct further research and bring an updated proposal to a future leadership committee – This is in progress.</p> <p>The Senior Administrator Governance (BS) to meet with the Activities Officer and Sport Officer to discuss training, the groups policy and the disciplinary policy. – This has happened and it was decided to link this into a review of the Student Groups Policy.</p> |
| 5. | <p>Student Trusted Contact Policy</p> <p>The Director of Student Support (AL) and Safeguarding presented on the new Trusted Contact Policy.</p> <p>In the presentation it outlined the following:</p> <ul style="list-style-type: none"> • This is a new policy but not a new procedure or way of working. This is formalizing processes that are already in place. • ‘Trusted contact’ is a new term replacing emergency contact or next of kin. • This is a process used incredibly rarely by the University; it may only be used once or twice a year. <p>The committee were asked if there needs to be explicit publicity of the new policy to students.</p> <p>The Community Officer (BW) stated they felt it may be important to inform students of the terminology change opposed to flagging it is because of a new policy. This will prevent students mistakenly thinking that a trusted contact is in addition to the emergency contact.</p> <p>ACTION: The Community Officer to share the new terminology with diversity groups and let the Head of Student Support and Safeguarding know if questions arise.</p> <p>QUESTION – The Interim Head of Student Voice and Engagement asked if students can be a trusted contacted and if so, do they need to provide consent and can they access support? ANSWER – Students can be trusted contacts, the new policy sets out guidance for asking permission to list a person as a trusted contact.</p> <p>It was noted by the committee it would be good reflect on the processes in the SU to see if we can update terminology from next of kin/emergency contact to trusted contact where possible.</p> <p>The Director of Student Support and Safeguarding left the meeting.</p> |
| | <p><i>Due to an availability change the committee agreed to move item 8 forward so the Peer Support Manager (SC) could be present.</i></p> |
| 8. | <p>PGT Buddying Report</p> <p>The Peer Support Manager (SC) presented a report on expanding the PGT Buddy pilot scheme (R2).</p> |

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| | <p>The initial pilot was with one department which was received well. The next stage of the pilot will be to see if the scheme is wanted more widely across the University.</p> <p>QUESTION: A trustee asked that as the SU won't be able to fund this scheme beyond the pilot, has there been any indication from the University that they are happy to fund this if successful? ANSWER: The Chief Executive and Head of Finance explained that without a larger scale successful pilot the University will not specify if they will fund the project.</p> <p>The Chief Executive (Interim) noted that the money this is coming from was initially intended for supporting PGT mental health which this project does so it is fulfilling the same purpose.</p> <p>A trustee mentioned that it was a good opportunity to spend some of the restricted funds the SU has.</p> <p><i>The Committee unanimously approved the proposal.</i></p> |
| 6. | <p>Reflections on NUS Antisemitism Report</p> <p>The Senior Administrator (Governance) (BS) delivered the report (R1).</p> <p>It was outlined this report follows a less formal summary that was shared with those who attend Kickstart.</p> <p>A Trustee noted the report was a useful summary and it is good to think about the risk of antisemitism at the University and The SU.</p> <p>A trustee noted it would be good to see what guidance if any there is for student groups.</p> <p>Chief Executive (MWG) noted it would be good know what other students' Unions are doing.</p> <p>ACTION: Chief Executive to contact other SU CEOs about what other organisations are doing about antisemitism.</p> <p>Community Officer (BW) noted this has been mentioned in Respect subgroups. In these the conversations, the University seems open to developing specific antisemitism training or ensuring there is a specific aspect of Be The Change training about antisemitism.</p> <p>It was noted this links into wider conversations around anti-racism and recognising antisemitism within that.</p> <p>There was a consensus in the meeting that going forward a key priority should be ensuring staff have appropriate knowledge and training so the burden is not always on the students that may be victims of harassment to report but that staff are able to recognise antisemitism and challenge it.</p> <p>A trustee noted it is important to ensure that training developed is useful and creates the desired outcome such as ensuring those that most need the training do take it.</p> |
| 7. | <p>How Does the SU Identify Reputational Risk</p> <p>The Senior Administrator (Governance) (BS) explained after the NUS Antisemitism report, there was a lot of media attention and multiple SUs including The SU Bath held disaffiliation referendums. Reflecting on this BS wanted the committee and attendees to discuss how reputational risk is managed at the SU and if we need to consider any changes to our current processes.</p> <p>There was a thorough discussion from those in the meeting covering the following key points:</p> |

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| | <ul style="list-style-type: none"> • It needs to be assured that any steps taken by the SU are enabling freedom of speech. • It needs to be established what the SU already does for informally monitor output of students and student groups. • How can checking potential reputational risk be embedded in project management and decision making. <p>ACTION: Senior Governance Administrator to have a conversation with the Media and Communications manager about how social media of student groups is reviewed.</p> |
| 9. | <p>Progress on Executive Committees review</p> <p>Senior Administrator (Governance) (BS) provided an update on the progress of the Executive Committees review.</p> <p>It was noted the Peer Support Manager (SC) has done some great work in ensuring the role profiles for Societies Executive is in line with other student roles.</p> <p>BS will continue to work with SC and other staff support for Executive Committees to ensure continuity of role profiles across different Executive Committees.</p> <p>It was highlighted that for this academic year the focus will be on continuity of role profiles and ensuring students are aware of the purpose of the roles before volunteering. Next academic year will then look at the wider structure and purpose of Executive Committees.</p> |
| 10. | <p>Staffing Updates</p> <p>The Chief Executive (Interim) (MWG) noted that most vacancies in the SU are now filled or in recruitment which is great for the organisation.</p> <p>SU President (AR) provided an update of the Chief Executive recruitment process. The Chief Executive role officially opened on Monday 16th February. We are still waiting on University HR to upload the post to the University website but you can currently see the advert on the Minerva recruitment page.</p> |
| 11. | <p>Any other business</p> <p>Responsible Futures – Head of Student Voice and Engagement (RL)</p> <p>Responsible Futures is a nationwide initiative led by De Montfort University and The University of Bath is a partner.</p> <p>The University have a strategic team leading on this, but it is important to note that The SU is an equal partner in this initiative.</p> <p>The University have noted the SU should have a sustainability strategy, staff champions and for sustainability to be embedded in all Officer roles.</p> <p>Chief Executive (Interim) (MWG) noted the SU does already have a green action plan as a part of Green Impact and as an organisation it is likely we are already ticking a lot of the potential requirements. It is important to cross reference what the SU is asking and what we are already working on. MWG also emphasised that the SU agreed to be a partner in this on the basis that our direct input into the Responsible Futures Scheme would be minimal.</p> <p>Where can officers gain regular student opinion on matters?</p> <p>Activities Officer (VT) raised they felt that they were unable to get student feedback as this does not fit into what a standpoint is for Summit.</p> |

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| | <p>Head of Student Voice and Engagement (AY) explained that Officers do have a space in their Officer Reports to ask feedback or questions.</p> <p>It was noted that this does raise an important question about how students can feedback into SU processes such as policy.</p> <p>ACTION: Head of Student Voice and Engagement (Interim) to speak to the Deputy Chief Executive about how students can feed into Policy.</p> <p>Budget for Trustees</p> <p>SU President (AR) noted that currently there is not a budget for Trustee activities. Due to the voluntary nature of trustees AR feels it is important to cover expenses for travel and to cater for in person meetings. Head of Finance (HM) noted that there is not currently budgeted as everything went online with Covid and all trustees prior to Covid were local to the Bath area.</p> <p>ACTION: SU President to draft up a budget for Trustee activities and discuss this with the Head of Finance.</p> |
| | <p>Date and time of future meetings</p> <p>The next meeting is currently booked for 15th March but due to NUS Conference this will need to be changed. ACTION: Senior Administrator (Governance) to change the date for the next meeting.</p> |
| <p>The meeting ended at</p> | |

| Item | Action | Action Owner | Exp Finish |
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| 5 | The Community Officer to share the new terminology with diversity groups and let the Head of Student Support and Safeguarding know if questions arise. | BW | 22/03/23 |
| 6 | Chief Executive to contact other SU CEOs about what other organisations are doing about antisemitism. | MWG | 22/03/23 |
| 7 | Senior Governance Administrator to have a conversation with the Media and Communications manager about how social media of student groups is reviewed. | BS | 22/03/23 |
| 11 | Head of Student Voice and Engagement (Interim) to speak to the Deputy Chief Executive about how students can feed into Policy. | AY | 22/03/23 |