

<b>Meeting:</b>	Leadership Committee	
<b>Location:</b>	Online via Microsoft teams	
<b>Date &amp; Time:</b>	22.03.23 9.30-11	
<b>Present:</b>		
<i>Name</i>		<i>Role</i>
Viktor Toshev	VT	Chair, Activities Officer
Alexander Robinson	AR	SU President
Blake Walker	BW	Community Officer
Jura Neverauskaite	JN	Postgraduate officer
Julia Kildyushova	JK	Education Officer
<b>In Attendance:</b>		
<i>Name</i>		<i>Role</i>
Beki Self	BS	Secretary - Senior Administrator (Governance)
Mandy Garner-Wilson	MGW	Chief Executive (Interim)
Charlie Slack	CS	Deputy Chief Executive (Interim)
Polly Hawker	PH	Head of Activities
Amy Young	AY	Head of Voice (interim)
Ryan Lucas	RL	Head of Voice (Interim)
Helen McHenry	HMc	Head of Finance

Item			
1.	<b>Apologies for absence</b>		
	<b>Name</b>	<b>Reason</b>	<b>Accepted</b>
	Elizabeth Stacey	Work commitments	Yes
	Mike Dalton	Illness	Yes
2.	<b>Notice of any other business</b>		
	No notice of any other business.		
3.	<b>Declaration of Conflict of Interest</b>		
	No declaration of conflicts of interest.		
4.	<b>Minutes of the Previous Meeting and Matters Arising</b>		
	Minutes of the previous meeting were unanimously approved.		
	<b>Matters arising</b>		
	SU President to contact the Bike Mayor (Saskia Heijltjes) to investigate potential avenues of collaboration.		
	- SU President confirmed they have reached out and are in the process of setting up a call. To be reviewed next meeting.		

*SU President to look into the SU contributing to the cost of living taskforce*

- It is understood the Vice Chancellor submitted something on behalf of the University but the SU has missed the deadline to contribute.

A discussion was had regarding the Bath and North East Somerset Council and how in the previous grants for people on low incomes specifically excluded full-time students.

It was noted due to the proximity of the local elections that councillors wouldn't be able to take any action for students due to the pre-election period. However Councillors on SCP did provide names of who may be good to contact and this should be followed up after the elections.

*Activities Officer and Postgraduate Officer to conduct further research and bring an updated proposal to a future leadership committee.*

- Progress has been made on this and research with students is ongoing.

Head of Activities (PH) recommended the Activities Officer and Postgraduate Officer join the Activities Managers meeting to get insight and feedback from staff.

**ACTION: Head of Activities to invite Postgraduate Officer and Activities Officer to an Activities Managers Meeting.**

*The Community Officer to share the new terminology with diversity groups and let the Head of Student Support and Safeguarding know if questions arise.*

- Community Officer has contacted the groups and there has been no further questions.

*Chief Executive to contact other SU CEOs about what other organisations are doing about antisemitism.*

- Chief Executive (Interim) has contacted other SUs (Bristol, Bath Spa and Reading). It appears SUs are waiting for NUS to create training and resources.

*Senior Governance Administrator to have a conversation with the Media and Communications manager about how social media of student groups is reviewed.*

- This has not been done. Action to be carried over to the next meeting.

*Head of Student Voice and Engagement (Interim) to speak to the Deputy Chief Executive about how students can feed into Policy.*

- This topic will be addressed in item 5.

**5 Membership-led democracy, policy setting and scrutiny**

This item was brought to the meeting verbally by SU President (AR). The aim of this item is to facilitate a discussion about what the actions the SU can take regarding being a student-led organisation. Ideally, AR would like steps to be in place for the next academic year.

Deputy Chief Executive (Interim) (CS) noted this topic has been highlighted as an area that needs work for a while. There has been a lot of questions about student feedback in relation to how SUMmit functions. There has been hesitation about this due to the amount of work involved as they are keen to avoid rushing in and getting it wrong.

It would be good to have this as a part of the strategy but realistically the staff time this will need means something will need to be cut.

	<p>A discussion was had regarding what does scrutiny for the officers mean and the reasons for waiting to implement a potential solution such as a counterpart to Summit focusing on SU policies and processes.</p> <p>It was noted a Terms of Reference review for Summit was coming up which may help.</p>
6.	<p><b>Storage issues</b></p> <p>This item was brought to the meeting verbally by SU President (AR). There has been note of concerns regarding capacity and would like the committee to consider actioning the SU to pay for storage or ask the University for more space.</p> <p>Head of Activities (PH) noted they have recently spoken to the Activities Officer (VT) about this. There is currently a review of what storage student groups currently have and need including updating asset registers and assessing efficiency of current storage use.</p> <p>It was noted that it would be good for Leadership to be kept updated regarding storage.  <b>ACTION: Head of Activities to provide updates on storage for student groups as this matter progresses.</b></p>
7.	<p><b>Health and Safety Policy</b></p> <p>Senior Administrator (BS) brought the Health and Safety Policy to the meeting noting it was due for renewal and wanted to know if there was anything key the committee felt needed to be updated.</p> <p>Head of Activities noted that a new Health and Safety group was being set up and recommended the policy was taken to this.</p> <p>No further comments from the committee regarding the policy.</p> <p><b>ACTION: Senior Administrator (Governance) to take Health and Safety Policy to the newly established Health and Safety group.</b></p>
8.	<p><b>Student Groups Policy</b></p> <p>Senior Administrator (BS) brought the Student Groups Policy to the meeting noting it was due for renewal and wanted to know if there was anything key the committee felt needed to be updated.</p> <p>Head of Activities (PH) suggested Executive Committees would be a good way for students to feed into the policy.</p> <p>No further comments from the Committee were made.</p> <p><b>ACTION: Officers to take Student Groups Policy to their Executive Committees (if relevant) for feedback.</b></p>
9.	<p><b>Staffing</b></p> <p>Chief Executive (Interim) (MWG) provided a verbal update regarding staffing in the SU.</p> <p>Chief executive recruitment is progressing. Candidates will be shortlisted on 28<sup>th</sup> March and Interviews and Panels will take place on 21<sup>st</sup> April.</p> <p>Vacancies across the SU is steady with far fewer gaps.</p> <p>Regarding concerns about casual staff, HR are now more aware of the SUs needs and the process should be smoother this year.</p>

	<p><b>Any other business</b></p> <p>A discussion was had regarding area budgets and if there is a disparity of spending across departments. Head of Finance (HMc) offered to go through any budgets with the officers to support ongoing scrutiny and review of the SU finances.</p>
	<p><b>Date and time of future meetings</b></p> <p>Wednesday 19<sup>th</sup> April 9.30-11</p>
<p><b>The meeting ended at 10.18</b></p>	

Item	Action	Action Owner	Exp Finish
4.	SU President to contact the Bike Mayor (Saskia Heijltjes) to investigate potential avenues of collaboration	Alexander Robinson	04/23
4.	Head of Activities to invite Postgraduate Officer and Activities Officer to an Activities Managers Meeting.	Polly Hawker	04/23
4.	Senior Governance Administrator to have a conversation with the Media and Communications manager about how social media of student groups is reviewed.	Beki Self	04/23
6.	Head of Activities to provide updates on storage for student groups as this matter progresses.	Polly Hawker	Ongoing
7.	Senior Administrator (Governance) to take Health and Safety Policy to the newly established Health and Safety group.	Beki Self	04/23
8.	Officers to take Student Groups Policy to their Executive Committees (if relevant) for feedback.	All Officers	05/23