

LEADERSHIP COMMITTEE REPORTS						
From	Period start date			To	Period end date	
	18	12	2019		15	01
Overview of Charity's key details						
Charity name:	The University of Bath Students' Union					
Other names:	The SU					
Charity number:	1143154					
Charity address:	The SU Bath, University of Bath, Claverton Down, Bath, BA2 7AY					
Governing document:	Articles of Association					
Constitution:	Unincorporated association					
Details of Charity's professional services						
Bank name:	National Westminster Bank Plc					
Bank address:	39 Milsom Street, Bath, BA1 1DS					
Auditor name:	RSM UK Audit LLP					
Auditor address:	Hartwell House, 55 – 61 Victoria Street, Bristol, BS1 6AD					
Senior SU Management						
Chief Executive:	Andrew McLaughlin					
Deputy Chief Executive:	Mandy Wilson-Garner					
Secretary to the Board:	Greg Noakes					
Committee Membership						
Trustee name	Office	Start date	End date	Appointment		
Eve Alcock	President	02/07/2018	02/07/2020	Elected by Members		
Ruqia Osman	Education Officer	02/07/2019	02/07/2020	Elected by Members		
Jiani Zhou	Postgraduate Officer	02/07/2018	02/07/2020	Elected by Members		
Alisha Lobo	Community Officer	02/07/2018	02/07/2020	Elected by Members		
Tom Sawko	Sport Officer	02/07/2019	02/07/2020	Elected by Members		
Francesco Masala	Activities Officer (Chair)	02/07/2019	02/07/2020	Elected by Members		

Content	Report Number
Report on minutes of the previous meeting and actions arising	R1
Report on calling a referendum to decide whether The SU should declare a climate emergency	R2
Report on ongoing projects within The SU	R3

LEADERSHIP COMMITTEE – 15 JANUARY 2020**REPORT ON MINUTES OF THE PREVIOUS MEETING AND ACTIONS ARISING****PURPOSE**

To:

- approve the minutes of the previous meeting;
- inform the committee of the outcome of actions arising from that meeting;
- note any decision that have been made by the committee since without a meeting.

CONTENTS

Pages 1: Report

Pages 2-3 Appendix 1: 18/12/2019 Leadership Committee minutes

REPORT**1. MINUTES OF THE PREVIOUS MEETING**

- 1.1. The minutes of the previous meeting are attached as appendix 1 and require the committees approval before being signed by the Chair.
- 1.2. If any committee members have any amendments can they please email these to the committee secretary before the meeting. Any amendments made will be noted to the committee at the meeting.

2. OUTCOME OF ACTIONS ARISING FROM THE PREVIOUS MEETING

- 2.1. There were no actions arising from the previous meeting.

3. DECISIONS MADE BY THE COMMITTEE WITHOUT A MEETING

- 3.1. The 'We are Active' decision is still pending approval from the committee. Once all Officers have voted the committee will be updated at the meeting.

CONTACT:	Gregory Noakes (Governance & Executive Support Manager)	Telephone: 01225 386362 E-Mail: g.d.noakes@bath.ac.uk
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APPENDIX 1: 18/12/2019 Leadership Committee Minutes

Meeting:	Leadership Committee		
Location:	1 East Meeting Room 3.20		
Date & Time:	Wednesday 18th December 2019 at 9am		
Present:			
Alisha Lobo	Community Officer		
Ruqia 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 are 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.	<p>Project Management</p> <p><i>(The Data Insights & E-Marketing Lead joined meeting at this point)</i></p> <p>The Committee received a report updating them on the Data Insights & E-Marketing Lead project (See R4 of the Committee reports).</p> <p>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.</p> <p>There were four strands to the role:</p> <ul style="list-style-type: none"> • 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. <p>The Data Insights & E-Marketing Lead reported on The SU Engagement Analysis (See additional document sent).</p> <p>QUESTION: The Chief Executive asked has student participation with The SU halved within two years.</p> <p>ANSWER: The Data Insights & E-Marketing Lead confirmed it has.</p> <p>The committee discussed the data and noted that:</p> <ul style="list-style-type: none"> • Re-refresh historically had little impact and this was being looked at to address this; • D&NS 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. <p><i>(The Data Insights & E-Marketing Lead left meeting at this point)</i></p>
6.	<p>Any other business</p> <p>The following items had been previously identified for discussion:</p> <p>1) Women in Leadership conference</p> <p>The President reported that they were working on this and would send a client brief around for the committee to approve without a decision.</p> <p>2) We are Active conference</p>

	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

LEADERSHIP COMMITTEE – 15 JANUARY 2020**REPORT ON CALLING A REFERENDUM TO DECIDE WHETHER THE SU SHOULD
DECLARE A CLIMATE EMERGENCY****PURPOSE**

To determine the arrangements for holding a referendum.

CONTENTS

Page 1:	Report
Page 1:	Actions for the committee
Page 2:	Appendix 1: Referendum section from Articles of Governance

REPORT**1. BACKGROUND**

- 1.1. At the Board meeting in December it was decided that a referendum should be held to determine whether The Student Union (SU) should declare a climate emergency.
- 1.2. The Board delegated to the Leadership committee the responsibility for finalising arrangements for the referendum for approval by the Board via a decision without a meeting.

2. PROCEDURES FOR CARRYING OUT A REFERENDUM

- 2.1. Appendix 1 contains the procedures for carrying out a referendum as detailed within the Articles of Governance.
- 2.2. The committee are free to determine additional arrangement they may wish to implement to increase participation within the referendum. This can include, though it is not strictly required, a student debate on the issue.

ACTIONS FOR THE COMMITTEE

3. The committee is asked to decide:
 - The wording of the question to be used in the referendum;
 - The timeline for implementing the referendum;
 - What additional arrangements should be put in place to increase participation within the referendum.

CONTACT:	Gregory Noakes (Governance & Executive Support Manager)	Telephone: 01225 386362 E-Mail: g.d.noakes@bath.ac.uk
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APPENDIX 1: Referendum section from Articles of Governance**REFERENDUM**

28. A Referendum may be called on any issue by:
 - 28.1. a resolution of the Trustees;
 - 28.2. a Secure Petition signed by at least 2% of the total Members of The SU.
29. The Referendum will be conducted in accordance with the following;
 - 29.1. Subject to [Article 29.6](#), Members will be given seven days' notice that a Referendum has been called.
 - 29.2. Up to the commencement of the voting the wording of the proposal may be varied or the proposal withdrawn subject to the consent of the proposer(s).
 - 29.3. Subject to [Article 29.6](#), Members will be given seven days to vote.
 - 29.4. The results of the vote will be published within 24 hours of the vote closing.
 - 29.5. A resolution may only be passed by Referendum if at least 5% of the total Members of The SU cast a vote in the Referendum and a majority of the votes cast are in favour.
 - 29.6. Where the SU Officers so determine, on the ground that there are matters demanding an urgent decision, it will be sufficient if the notice of the Referendum states that fact and the notice is given and vote conducted within such shorter period as the SU Officers direct.
30. A decision passed by Referendum may not be reopened in any democratic forum of The SU for a period of not less than twelve months.
31. Any Referendum will be subject to the authority of the Board of Trustees where it may affect the management and administration of The SU.

LEADERSHIP COMMITTEE – 15 JANUARY 2020**REPORT ON ONGOING PROJECTS WITHIN THE SU****PURPOSE**

To report all known projects been carried out within The SU.

CONTENTS

Page 1:	Report
Page 1:	Actions for the committee
Page 2:	Appendix 1: List of ongoing Projects

REPORT**1. BACKGROUND**

- 1.1. One of the responsibilities of the Leadership committee is monitor ongoing projects within The SU on the behalf of the Board.
- 1.2. The following list is not a full list of all projects within The SU representing only those which have been approved either by the Leadership committee or the Board.
- 1.3. There are other projects that have not gone through the new project management framework which have not yet all been identified. The Governance & Executive Support Manager will begin the task of identifying these soon and these will be included in future reports to the Leadership committee.

2. PROJECT LIST

- 2.1. Appendix 1 contains a full list of known projects.
- 2.2. The Leadership committee is scheduled to receive an update on the Club Development Officer project at their next meeting.

3. ISSUES

- 3.1. There are no known issues to currently report.

ACTIONS FOR THE COMMITTEE

4. The committee is asked to note the report.

CONTACT:	Gregory Noakes (Governance & Executive Support Manager)	Telephone: 01225 386362 E-Mail: g.d.noakes@bath.ac.uk
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APPENDIX 1: List of ongoing projects

Projects	Project Team			Stage 1: Client Brief				Stage 2: Business Case			Project Update			End of project report				
	Client	Sponsor	Project Manager	Approved	Decision	Date	Business case	Approved	Decision	Date	Last update	Received by	Expected end date	Received	Received by	Project completed	Project met Objectives	Project overan by
Club Development Officer	Activites team	Chief Executive	Head of Activites	-	-	-	-	Yes	Board	21/06/2018								
Data Insights and E-marketing	Marketing team	Chief Executive	Head of Marketing	-	-	-	-	Yes	Leadership Committee	05/12/2018	18/12/2019	Leadership Committee						
Boat House	Boat Club	Chief Executive	Club Development Officer	-	-	-	-	-	-	-	-	-	-					
Flo Café	None	Chief Executive	Head of Commercial	Yes	Board	19/12/2019	No	-	-	-	-	-	-					