LEADERSHIP COMMITTEE REPORTS						
From	**Period start date**			**To**	**Period end date**	
	12	08	2020		14	09	2020

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

Committee Membership				
Trustee name	**Office**	**Start date**	**End date**	**Appointment**
Francesco Masala	President	02/07/2019	28/06/2021	Elected by Members
Annie Willingham	Education Officer	29/06/2020	28/06/2021	Elected by Members
Ka Ho Ho	Postgraduate Officer	29/06/2020	28/06/2021	Elected by Members
Freya Jackson	Community Officer	29/06/2020	28/06/2021	Elected by Members
Tom Sawko	Sport Officer	02/07/2019	28/06/2021	Elected by Members

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

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. Officers have received training on complaints and Student Member disciplinary. Currently the Governance & Executive Support Manager is also delivering this same training to all staff. In addition FWEMs and FW captains training on this area has been updated.

2.2. A black student is planned to be recruited in the autumn for the December Board meeting.

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

2.4. The Insight & Engagement Manager was not invited to Leadership committee meeting originally planned for the 9th September. Instead the Student Life Pulse Survey was shared with the Board at their meeting on the 10th September.

2.5. The Head of Activities has taken the decision to delay presenting the revised Student Group project plan to the Committee till a later date. This was due to the need to focus on the more immediate pressing matter of preparing Edge for the start of term.

3. DECISIONS MADE BY THE COMMITTEE WITHOUT A MEETING

3.1. The following decisions have been made without a meeting in accordance with Article 101:
- The Committee agreed the Bath Time budget of £680 for immediate use on the 28/06/2020.

3.2. The Education Officer and President were on annual leave when the decision above was made and therefore did not vote on the decision.

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

APPENDIX 1: Leadership committee Minutes

Meeting:	**Leadership Committee**
Location:	**Microsoft Teams Meeting**
Date & Time:	**Wednesday 12th August 2020 at 3.30pm**

Present:	
Freya Jackson	Community Officer *(Chair)*
Francesco Masala	President
Fritz Ho	Postgraduate Officer
Annie Willingham	Education Officer
Tom Sawko	Sport Officer

In attendance:	
Gregory Noakes	Governance & Executive Support Manager *(Secretary)*
Andrew McLaughlin	Chief Executive

Item	
1.	**Apologies for absence** All Committee members were present for the meeting.
2.	**Notice of any other business** No items were identified at this point for discussion under any other business.
3.	**Declaration of conflict of interest** No conflicts of interests were declared in any items on the agenda.
4.	**Minutes of the previous meeting and matters arising** The Committee received a report on minutes of the previous meeting and matters arising *(See R1 of the Committee reports)*. They approved the previous minutes for the Chair to sign and noted that the following matters were still to be actioned: **ACTION: Officers to receive training on complaints and Student Member disciplinary.** **ACTION: A black student to be recruited in the autumn to be appointed on to the Board of Trustees at the December Board meeting.** **ACTION: Client brief for Sport Officer's campaign to be written and approved by the Committee via a decision without a meeting.**
5.	**Strategy and Performance Monitoring** The Committee received a report on strategy and performance monitoring *(See R2 of the Committee reports)*.

	The Secretary reported that there had been three complaints received by The SU in the last month. Currently two of these were still ongoing complaints but the third had been resolved. The complainant in this particular case appeared to have been satisfied by the response that had been given. The Chief Executive reported that the results of the Student Life Pulse survey would soon be available and suggested that this should be reviewed by the Committee. The Committee agreed and requested that the Insight & Engagement Manager should be invited to the next meeting to talk through the results. **ACTION: Insight & Engagement Manager to be invited to next meeting and results of the Student Life Pulse Survey to be shared with the Committee.**
6.	**Project/Campaign Management** The Committee received a report on project/campaign management *(See R3 of the Committee reports)*. The President reported that the project for the open committee pilot scheme had evolved beyond the scope of the original client brief submitted to the Committee back in February/March. A revised plan for this project would be submitted to the Committee for review and approval. **ACTION: Revised Student Group project plan to be submitted to the next Committee meeting.** The Chief Executive reported that the project management training that originally been booked for the summer and been re-arranged for December. This would be given to both staff and officers to help develop The SU ability to better manage projects. The Chief Executive reported on a meeting they had had with Santander. Each year Santander gives funding to the University and The SU. Normally The SU receives about £15,000 to be spent on initiatives on equality, diversity and inclusion. The Chief Executive reflected that The SU had been good at planning initiatives for this money but maybe not so great in the execution of these plans. This could be used to fund a project or campaign for the upcoming black history month. The Committee discussed the possible options for what this funding could be spent on but made no decisions at this time. It was noted that the funding was not necessarily restricted to just events. President noted alumni funding that could be used. The Committee noted that they were awaiting the following end of project reports for: - We the active; - Flo Café. The Committee discussed plans being drawn up for a virtual 'We the active' and agreed that this might need to be run later in the autumn after Freshers' week. **QUESTION:** The Chair asked about the citizen assembly project. **ANSWER:** The Chief Executive explained that a citizen assembly was an idea that had been developed by organisations to create focus groups. These focus groups were not made up of volunteers but people who were paid for their time in order to get their views on

	particular matters. Normally these people would have specialist knowledge or experiences that would be relevant to the particular matter being discussed. Some Student Unions had experimented with the idea in the past but not been successful in keeping it going. It was noted that this project was not likely to be launched anytime soon.
7.	**Trustee Monitoring and Recruitment** The Committee received a report on Trustee monitoring and recruitment *(See R4 of the Committee reports)*. They noted that the next Independent Trustee vacancy would not occur until October 2021.
8.	**Activities Officer** The Chief Executive reported that plans were now in place to cover this vacant Officer position until next June when the next elected Activities Officer would take up the position. Staff would take over the operational aspects of the role and pass on any non-operational matters to a relevant Officer. The President recommended and encouraged all Officers to collectively make sure that they were checking in with societies to make sure they did not feel neglected by the absence of an Activities Officer. The Committee gave their approval for the arrangements being put in place.
9.	**Any other business** No items had been previously identified for discussion. **QUESTION:** The Chair asked about the Student Group policy. **ANSWER:** The Secretary reported that this was currently on track for submission to the next Committee meeting where Officers would review and decide whether to approve its adoption. The Sport Officer reported that as part of changes being made to The SU alumni funding application process the Committee would be receiving regular updates on this over the next year so as to help ensure that this funding was being spent. For 2020/21 there would be around £27,000 that could be accessed by Student Groups and The SU to help better the student experience.

The meeting ended at 4.05pm.

Item number	Action
4	Officers to receive training on complaints and Student Member disciplinary.
4	A black student to be recruited in the autumn to be appointed on to the Board of Trustees at the December Board meeting.
4	Client brief for Sport Officer's campaign to be written and approved by the Committee via a decision without a meeting.

5	Insight & Engagement Manager to be invited to next meeting and results of the Student Life Pulse Survey to be shared with the Committee.	
6	Revised Student Group project plan to be submitted to the next Committee meeting.	

REPORT ON INTERNATIONAL ASSOCIATION RESTRUCTURING

R2

PURPOSE

To recommend the restructuring of the International Students' Association (PGA) to more effectively reach and represent all postgraduates.

CONTENTS

REPORT

1. BACKGROUND

1.1. The ISA is a student group including all international students as members, as all students are members of the SU. Its work in representing and community building for international students is planned, organised and delivered by the ISA Exec, an elected committee of international students.

2. ISSUES

2.1. The current ISA Exec model include some elected posts for specific functions, which is inflexible to new demands and opportunities for the committee, as well as the strengths of individual committee members. Positions which are specific can be off-putting in elections to potential candidates, and even when details are given the remits of specific roles are not always understood by candidates.

3. PROPOSAL

3.1. International student consultation was carried out in 2019-20, with participants supporting the proposed restructuring along with proposed changes to the Faith & Cultural Council.

3.2. In the proposed model, the ISA Exec would be renamed the International Exec, offering greater clarity of purpose to its members.

3.3. It is proposed that positions with specific portfolios would be replaced by four open positions. The Chair position would remain to offer leadership and coordination.

3.4. The proposed structure would also create an International Events Group, consisting of one member of the International Exec who would report back to the Exec, and an unspecified number of co-opted international students. This separation of events would enable the International Exec to have increased focus on international student issues.

3.5. The International Exec Chair would co-chair the Faith & Cultural Council. Other Exec members would be invited to attend.

3.6. The terms International Students' Association and ISA will themselves be phased out and dropped. This will be a gradual process, probably throughout 2020-21.

ACTIONS FOR THE COMMITTEE

4. The committee is asked to decide if they accept the following recommendations:

Recommendation 1: renaming of ISA Exec as International Exec.

Recommendation 2: creation of separate International Events Groups with single International Exec member and co-opted international student members.

Recommendation 3: replacement of portfolio named positions with open positions, except for International Chair.

CONTACT:		Telephone: E-Mail:

APPENDIX 1: CURRENT ISA STRUCTURE

Exec role	Elected from and by
Chair	All international students
Vice Chair	All international students
Campaigns Rep	All international students
Events & Logistics Rep	All international students
Community Rep	All international students
Publicity Rep	All international students
Faith & Cultural Rep (from Societies)	In Attendance

APPENDIX 2: PROPOSED ISA STRUCTURE

International Exec

International Exec Chair
4 x Open place
Community Officer
Faith & Cultural Rep in attendance

International Events Group

Faith & Cultural Council – all Faith & Cultural student groups
(*longer term discussions to be had with the Activities area regarding composition and purpose of this Council*)

Topical engagement activities with the international student community (forums etc)

REPORT ON POSTGRADUATE ASSOCIATION RESTRUCTURING

R3

PURPOSE

To recommend the restructuring of the Postgraduate Association (PGA) to more effectively reach and represent all postgraduates.

CONTENTS

REPORT

1. BACKGROUND

1.1. The PGA is a student group including all postgraduates as members, as all students are members of the SU. Its work is planned, organised and delivered by the PGA Exec, an elected committee of postgraduates. A Doctoral Faculty Rep is elected for each faculty but they operate outside of the PGA Exec, focusing almost exclusively on doctoral academic issues.

2. ISSUES

2.1. The current PGA model groups all postgraduates together as a single audience and constituency. This does not take account of the very differing student aspirations, needs and experiences of postgraduates in the two levels of postgraduate study: doctoral and postgraduate taught (PGT). This model poses significant challenges in communicating the relevance of the PGA to those distinct student communities and effectively representing those students. Currently, PGT reps on the Exec are often required to engage students and represent doctoral students and vice versa, this is an issue which has been raised by a significant number of postgraduates over several years.

2.2. The current PGA model does include some elected posts which are specifically doctoral and some which are specifically PGT, with only doctoral students able to stand and vote for doctoral positions and only PGTs able to stand and those for PGT positions. Current positions include Doctoral Chair, Doctoral Student Experience Rep, PGT Chair, PGT Student Experience Rep and Events Rep, which is open to both doctoral and PGT students. Although this partly separated model offers benefits it is still limited by the more general overall structure, remit and brand. These specific portfolios have shown themselves to be inflexible to new demands and opportunities for the committee, as well as the strengths of individual committee members. Positions which are specific can be off-putting in elections to potential candidates, and even when details are given the remits of specific roles are not always understood by candidates.

3. PROPOSAL

3.1. Two student consultations were carried out in 2019-20, one for doctoral students and one for PGTs. Both consultations supported the proposed restructuring along separate lines for PGT and doctoral students.

3.2. The proposed structure would include two separate elected committees, the Doctoral Exec and the PGT Exec, each representing and organising engagement and community events for their cohort.

The Doctoral Exec would be composed of elected posts of Doctoral Chair, the four Doctoral Faculty Reps and 3 open place positions, with the PG Officer attending.

3.3. The proposed structure would also involve the creation of a Doctoral Events Group, consisting of one member of the Doctoral Exec who would report back to the Exec, and an unspecified number of co-opted doctoral students. This separation of events would enable the Doctoral Exec to have increased focus on doctoral issues. Similarly, the PGT Exec would consist of a PGT Chair and 3 open place positions, with the PG Officer attending, and a separate PGT Events Group comprising of a reporting PGT Exec member and a number of co-opted PGT students.

3.4. If the proposal was approved, after the first year we will look at the feasibility of bringing the PGT Faculty Reps into the PGT Exec rather than the Academic Exec as is currently the case. This will involve changes to the Academic Exec so will need further consultation.

3.5. The terms Postgraduate Association and PGA will themselves be phased out and dropped in favour of more focused PGT and Doctoral entities and identities. This will be a gradual process, probably throughout 2020-21.

ACTIONS FOR THE COMMITTEE

4. The committee is asked to decide if they accept the following recommendations:

Recommendation 1: the restructure of the PGA Exec along separate PGT and Doctoral lines, with Doctoral Faculty Reps members of the Doctoral Exec.

Recommendation 2: creation of separate PGT and Doctoral Events Groups with co-opted members.
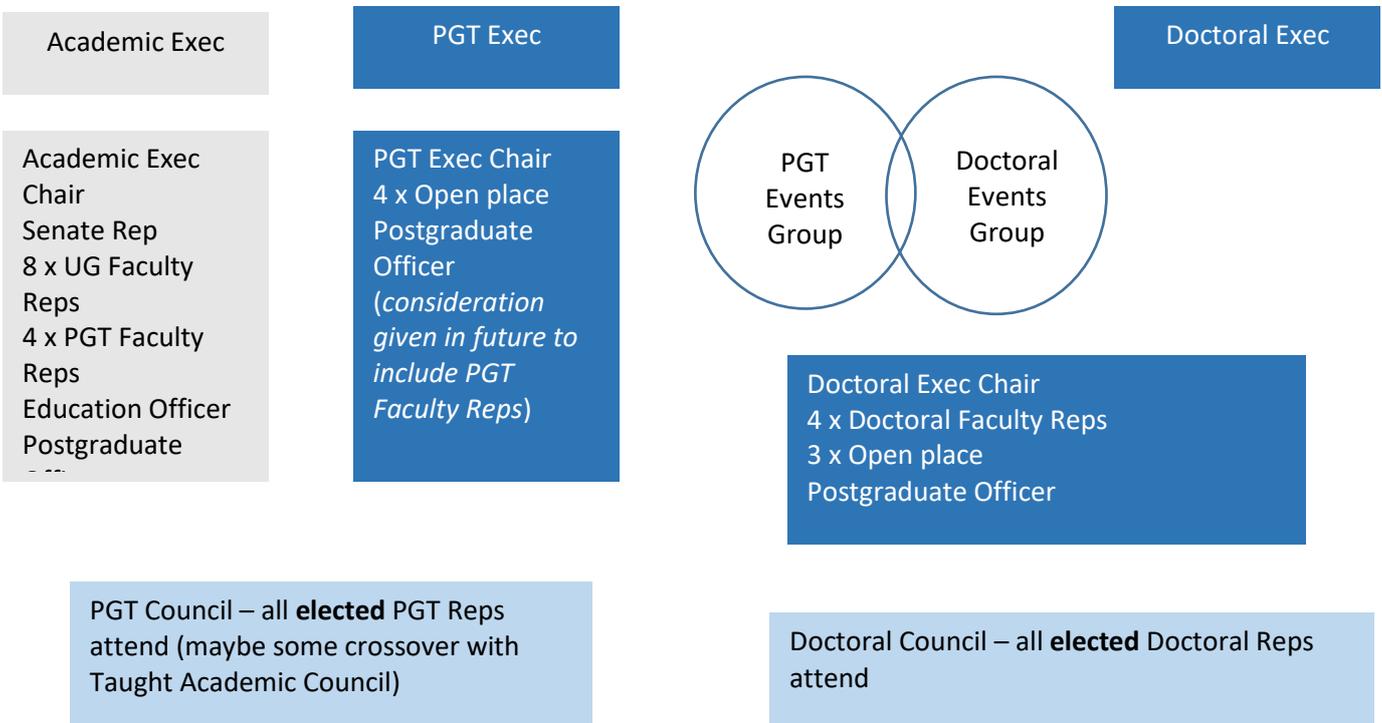
Recommendation 3: replacement of portfolio named positions with open positions, except for PGT Chair and Doctoral Chair, on the two Exec committees.

CONTACT:		Telephone: E-Mail:

APPENDIX 1: DOCTORAL IS DIFFERENT – CURRENT PGA MODEL

Exec role	Elected from and by
Doctoral Chair of the PGA Exec	All Doctoral students
PGT Chair of the PGA Exec	All postgraduate taught students
Doctoral Engagement Rep	All Doctoral students
PGT Engagement Rep	All postgraduate taught students
Events Rep	All postgraduate students

APPENDIX 2: PROPOSED PGA MODEL

Academic Exec

Academic Exec Chair
Senate Rep
8 x UG Faculty Reps
4 x PGT Faculty Reps
Education Officer
Postgraduate

PGT Exec

PGT Exec Chair
4 x Open place
Postgraduate Officer (*consideration given in future to include PGT Faculty Reps*)

PGT Events Group

Doctoral Events Group

Doctoral Exec

Doctoral Exec Chair
4 x Doctoral Faculty Reps
3 x Open place
Postgraduate Officer

PGT Council – all **elected** PGT Reps attend (maybe some crossover with Taught Academic Council)

Doctoral Council – all **elected** Doctoral Reps attend

Topical engagement activities specifically with PGT, Doctoral students or postgraduate students collectively