

LEADERSHIP COMMITTEE REPORTS – 18/01/2023

Item	Report Number
Actions Arising and minutes of previous meeting	-
Complaints and Disciplinary Report	R1
Establishing a PG committee position in relevant societies	R2

Actions arising from previous meetings	Action Owner	Started	Expected finish	Progress/update
Set up a data and insight group to establish what data is needed and how it will be used across the SU	Engagement and Insight Manager	10/2022		
Education Manager to consult with DDAT regarding needs for Unitu.	Education Manager	11/2022	01/2023	
To send email to Head of Departments to find if any staff have access to SAMIS	Engagement and Insight Manager	12/2022	01/2023	
Collate feedback and write a paper for the next committee meeting regarding postgraduate engagement in student groups.	Activities Officer and Postgraduate Officer	12/2022	01/2023	

Decisions made without a meeting

No decisions for Leadership Committee have been made without a meeting.

CONTACT:	Beki Self	E-Mail: ras232@bath.ac.uk
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Meeting:	Leadership Committee	
Location:	1 East Meeting Room and online via Microsoft Teams	
Date & Time:	14/12/22	
Present:		
<i>Name</i>		<i>Role</i>
Viktor Toshev	VT	Activities Officer (Chair)
Jura Neverauskaite	JN	Postgraduate Officer
Julia Kildyushova	JK	Education Officer
Elizabeth Stacey	ES	Sports Officer
In Attendance:		
<i>Name</i>		<i>Role</i>
Beki Self	BS	Senior Administrator Governance (Secretary)
Amy Young	AY	Interim Head of Voice
Polly Hawker	PH	Head of Activities
Charlie Slack	CS	Interim Deputy Chief Executive
Helen McHenry	HMH	Head of Finance

Item			
1.	Apologies for absence		
	Name	Reason	Accepted
	Alex Robinson	Ill	Yes
	Mandy Wilson-Garner	Ill	Yes
	Blake Walker	Schedule conflict	Yes
	Mike Dalton	Schedule Conflict	Yes
2.	Notice of any other business		
	Viktor to discuss postgraduate engagement in societies.		
3.	Declaration of Conflict of Interest		
	No conflicts of interest were declared.		
4.	Actions Arising		
	<p><i>CS to work with new Governance Coordinator to investigate a process for students to propose changes to policies and procedures.</i> This will be included in strategy planning so should be removed from actions arising.</p> <p><i>PH to investigate our procedures around expelled students with the new Governance Coordinator.</i> Remove from actions arising.</p> <p><i>Set up a data and insight group to establish what data is needed and how it will be used across the SU.</i> Not yet done.</p> <p><i>Governance Administrator to take revised Terms of Reference to the Board of Trustees for ratification.</i> Confirmed this is on the agenda for Board of Trustees.</p>		

	<p><i>Governance Administrator to look at how Elizabeth can be involved in Trustee recruitment.</i> Elizabeth has been added to meetings in the new year.</p> <p><i>Education Manager to consult with DDAT regarding needs for Unitu.</i> Still waiting for confirmation from Unitu that The SU has been accepted into the pilot.</p> <p><i>Head of Activities to set up project group for fact finding and creating a plan of action regarding students with multiple student leader positions.</i> This has been organized.</p> <p>Minutes from the previous meeting were approved by the committee.</p>
5.	<p>SU Research calendar</p> <p>AY presented the SU Research Calendar 2022/23 report (R1) It was noted that the national postgraduate research experience survey (PRES) is not done this year as it is conducted every other year. AY noted there is some space in semester 2 for topical research and a community piece that has not yet been determined. No planned survey work was raised by the committee or attendees of the meeting.</p> <p>QUESTION Why is PRES (Postgraduate Research Experience Survey) only done every other year?</p> <p>ANSWER The decision was made to hold the PRES every other year due to research students are here over a longer period of time so it allows time for change to happen before asking for experience again.</p>
6.	<p>Top Ten Update</p> <p>JK – There has been some updates about assessment and feedback that need to be discussed with Julian. The work on study spaces is going well. There are no updates on employability for students.</p> <p>ES – There has not been any movement on climate action, there appears to be some keen staff but no action. There is a transport working group on Monday and it was speculated whether it would be good to have students involved so there are first hand experiences at the table.</p> <p>There was a discussion in the committee regarding how the transport working group could gain a more first hand experience of students’ transport experiences. Some suggestions included students filming their entire commute and committee members joining students on their commute.</p> <p>JN – There is a doctoral parents event being set up. There was a discussion regarding if this could be across all postgraduate students. It was raised that student services should have an email list of student parents and it would be good to link in the community officer. There is a new cost of living task and finish group starting in January.</p>

7.	<p>Trustee Recruitment</p> <p>BS presented on Trustee Recruitment. It was outlined that the recruitment process is being lined up and the advert should be open before the Christmas break. Staff were asked to consider any contacts that may be a good trustee.</p>
8.	<p>Data access needs across the SU</p> <p>AY presented on data access needs across the SU.</p> <p>There is a data sharing agreement with the University for information we receive through MSL. The data sharing agreement does not cover use of SAMIS.</p> <p>There is a need for an internal audit regarding who has access to SAMIS and why they have access. It also needs to be assessed whether SAMIS access needs to be part of the data sharing agreement</p> <p>ACTION: AY to send email to Heads of Departments.</p>
9.	<p>Staffing Update</p> <p>CS provided an update on staffing vacancies.</p> <p>The facilities administrator, food and beverage supervisor and the new student voice coordinator start in January. The sports coordinator starts in February. Change and Inclusion Manager and Digital coordinator are currently open for recruitment.</p>
10.	<p>Any other business</p> <p>Postgraduate engagement in societies – VT It has been noted that within certain courses there are few events for PGs or PG specific networking. Individuals have come forward from Chemistry and Engineering asking if this can be something done through societies. There was a discussion as to whether separate PG societies would be appropriate due to capacity. It was concluded that a subgroup or PG specific committee position may be good.</p> <p>It was noted that the lack of engagement from PGT exec meant that this will not be viable option for feedback.</p> <p>ACTION: Viktor and Jura to research and gather feedback with the aim of bringing a paper to the next committee meeting.</p>
	<p>Date and time of future meetings</p> <p>Wednesday January 18th Wednesday February 15th</p>
<p>The meeting ended at 10.20</p>	

Item	Action	Action Owner	Exp Finish
8.	AY to contact HoDs to ask if any staff have access to SAMIS.	Engagement and Insight Manager	Jan 2023
10.	Collate feedback and write a paper to the next committee meeting regarding postgraduate engagement in student groups.	Activities Officer and Postgraduate Officer	Jan 2023

SU Complaints and Disciplinary Report

PURPOSE

To update the committee on the number and nature of complaints and disciplinarys received by The SU.

CONTENTS

Page 1	Report
Page 1	Actions for Committee/Board

REPORT

1. Background

- 1.1. The SU has its own procedures for handling complaints and administering disciplinary to student members inline with relevant policies which are on the governance section of the website.
- 1.2. Leadership committee are regularly provided with updates on the number and nature of complaints and disciplinarys received by The SU.

2. Complaints

- 2.1. Since the last report to the Leadership Committee (November 2022) there have been no further formal complaints.

3. Student Member Disciplinary

- 3.1. There have been 5 reported disciplinarys since the last report to Leadership (November 2022)
 - 3.1.1. One case was immediately referred to the University due to relating to sexual misconduct.
 - 3.1.2. One case was handled informally by the activities team as the formal process was not deemed appropriate.
 - 3.1.3. Two cases have concluded without the SU imposing sanctions.
 - 3.1.4. One case is currently ongoing.
- 3.2. There have been less disciplinary cases when compared to previous years.
 - 3.2.1. In 2021-22 there were 10 disciplinary cases between November and January.
 - 3.2.2. It appears the main decrease in cases has been incidents in the Plug & Tub. It is not clear if there is a specific reason for this decrease.

ACTIONS

The committee are asked to note this report.

Contact: Beki Self – Senior Administrator (Governance)	E-Mail: ras232@bath.ac.uk
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Establishing a PG committee position in relevant departmental societies

PURPOSE

To propose creating a position for a postgraduate committee member in each departmental society where there is a sizable representation of postgraduate students.

CONTENTS

Pages 1-3 - Report
Page 3 - Actions for Committee
Page 4 – Appendix

REPORT

1. Background

- 1.1. Within departmental societies, postgraduate students are a rather inactive group. The PGT Council heard concerns about PGT students' lack of access to departmental events.
- 1.2. Data on the precise number of postgraduate students participating in departmental societies is now being gathered, however it is evident from speaking with the chairs of different societies that the numbers are low (for example, the chair of Chem Soc, has mentioned that they have no active PGT or Doctoral members).
- 1.3. For postgraduate students, societies frequently appear to be designed exclusively for undergraduates, with committees led by first- and second-year students, no events specifically targeted at postgraduates, and little opportunity to network with other postgraduate students.
- 1.4. During the PGT Council, students lamented the lack of networking possibilities for postgraduate students and the fact that career-development activities were more suited to undergraduates.
- 1.5. There are currently no departmental societies within the SU that has a postgraduate representative .
- 1.6. Making a PG Committee Member position optional would be futile due to committees being unresponsive to emails.

2. Postgraduate Students' Needs

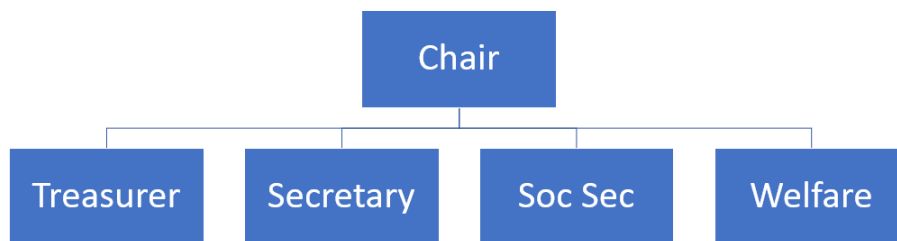
- 2.1. Networking with other postgraduate students within their department
- 2.2. Networking with other departments
- 2.3. Career development events geared towards postgraduate students
- 2.4. Academics' presentations on how to advance their careers in academia

3. Proposal

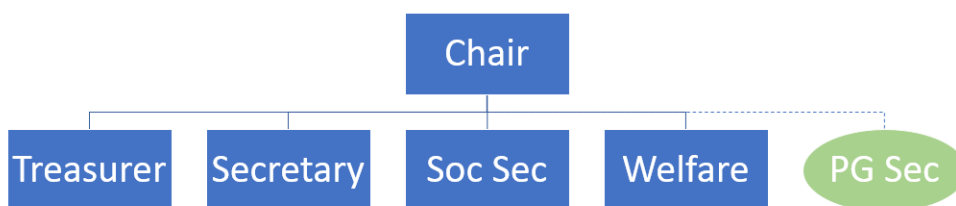
- 3.1. In any departmental society where we have a high percentage of postgraduate students, we would like to add a postgraduate subgroup with a mandatory postgrad committee position, called the Postgraduate Sec or PG Sec (Management, Psychology, Computer Science).
 - 3.1.1. After Analysing the data provided by the Registry (available in Appendix) we are proposing that we include a mandatory PG sec in the following societies.
 - 3.1.1.1. ACE – Architecture and Civil Engineering
 - 3.1.1.2. BAPS – Psychology
 - 3.1.1.3. BCSS – Computer Science
 - 3.1.1.4. BEST – Economics
 - 3.1.1.5. BEAMES – Electrical and Mechanical Engineering
 - 3.1.1.6. BUPS - Politics

- 3.2. PG Sec elections and by-elections will take place in October of the following year. This will enable PGs who have only recently arrived to Bath to stand in the election.
- 3.3. Having a PG sec means that there always is a committee member who oversees developing the PG community in this department, who can plan events only for PGs, and who can ask for CBF funding for their events.
- 3.4. Being officially part of the committee will enable to organise official SU events, reach out to other societies, and apply for SU funding.
- 3.5. This proposal offers advantages to all parties involved. Postgraduates have the chance to get more involved and feel like a part of the student body, while the societies themselves see an increase in membership. Additionally, it will enable the SU to improve PG participation, one of its most key strategic goals, and provide more money for societies from the additional membership costs.

Current Organisational Chart of the Meng Society



Organisation Chart of Meng Society post-proposal



4. Timeline if approved

- 4.1. Determine which societies should have a PG sec on their committee. (February)
- 4.2. Make announcement of our decision to the student community (End of February)
- 4.3. Add PG position in the March election for the selected societies for which no undergraduate students can apply (It is to inform students who missed the SU announcement and are running in the election that a PG Sec will be added to their committee after the summer.) (Beginning of March)
- 4.4. Run PG Election (Early October)
- 4.5. Training of Elected PG Secs (October)

5. Benefits expected

- 5.1. Making Postgrads feeling included in the student community
- 5.2. Improving postgraduate students' participation in the SU
- 5.3. Growing the number of members in Departmental Societies
- 5.4. Higher membership fees paid by PG students to the societies' Central Budget Fund.
- 5.5. Departmental societies that have postgraduate leadership posts can be crucial in gathering student feedback given the lack of academic representation for postgraduates.

6. Key Risks

- 6.1. There is a chance that PG Sec will have little influence over the number of PG Students within departmental societies because we wouldn't undertake a pilot for this proposal.
- 6.2. Given that some committee members are inactive, departmental societies would be under additional pressure to pick a new member.
- 6.3. No PG students running in the elections for this position.

7. Resources needed

- 7.1. We believe that the financial resources will be self-sufficient; the PG-only event will be supported by the anticipated rise in Society membership.
- 7.2. Web team - despite this, we will need additional work from staff, particularly the web team, to introduce PG secs position in 10+ societies on the website.
- 7.3. Societies - The number of event planners with whom the society's team works may increase as well.
- 7.4. Marketing – we would need the marketing team to advertise additional positions during the October by-elections

ACTIONS

The Leadership committee is asked to note the report and approve the proposal and the timeline

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APPENDIX

Table 3. Core postgraduate taught students

Headcount of students registered on 1 December by faculty, department, mode, fee status¹

University	2022/23					
	Full-time			Part-time		
	Home	EU	Islands / Overseas	Home	EU	Islands / Overseas
University	463		1158	1314	200	964
Engineering & Design	29		163	48		12
Architecture & Civil Engineering	17		62	46		5
Chemical Engineering	4		8			
Electronic & Electrical Engineering	1		26			
Mechanical Engineering	7		67	2		7
Engineering & Design cross-dept ²						
Humanities & Social Sciences	248		220	397	60	474
Economics	35		33	62	26	156
Education	4		29	161	20	271
Health	21		16	106	11	34
Politics Languages & International Studies	44		57	4	1	
Psychology	100		51	17		
Social & Policy Sciences	27		17	47	2	13
Humanities & Social Sciences cross-dept ³	17		17			
Science	81		122	734	116	359
Biology & Biochemistry	30		14			
Computer Science	28		92	432	114	328
Mathematical Sciences	10		8			
Pharmacy & Pharmacology	13		8	302	2	31
Management	103		608	124	24	119

Doctoral numbers

University	2022/23					
	Full-time			Part-time		
	Home	EU	Islands / Overseas	Home	EU	Islands / Overseas
University	652	92	285	350	59	293
Engineering & Design	126	31	77	15	4	3
Architecture & Civil Engineering	24	5	23	6		2
Chemical Engineering	22	7	13	1		
Electronic & Electrical Engineering	18	2	17	1		1
Mechanical Engineering	62	17	24	7	4	
Humanities & Social Sciences	195	17	72	248	41	176
Economics	5	1	16	2	1	1
Education	4	1	25	132	24	118
Health	37	3	10	82	7	20
Politics, Languages & International Studies	11	3	7	4	1	
Psychology	117	9	5	7	1	
Social & Policy Sciences	21		9	21	7	37
Science	296	36	95	23	3	1
Biology & Biochemistry	56	8	15	2	1	
Chemistry	85	3	22	5		
Computer Science	53	8	16	7	1	
Mathematical Sciences	58	13	25	4	1	
Pharmacy & Pharmacology	16	2	12	4		1
Physics	28	2	5	1		
Science Cross-dept						
Management	24	6	41	64	11	113