

Meeting:	Leadership Committee
Location:	Microsoft Teams Meeting
Date & Time:	Wednesday 12th August 2020 at 3.30pm
Present:	
Freya Jackson	Community Officer (<i>Chair</i>)
Francesco Masala	President
Fritz Ho	Postgraduate Officer
Annie Willingham	Education Officer
Tom Sawko	Sport Officer
In attendance:	
Gregory Noakes	Governance & Executive Support Manager (<i>Secretary</i>)
Andrew McLaughlin	Chief Executive
Item	
1.	<p>Apologies for absence</p> <p>All Committee members were present for the meeting.</p>
2.	<p>Notice of any other business</p> <p>No items were identified at this point for discussion under any other business.</p>
3.	<p>Declaration of conflict of interest</p> <p>No conflicts of interests were declared in any items on the agenda.</p>
4.	<p>Minutes of the previous meeting and matters arising</p> <p>The Committee received a report on minutes of the previous meeting and matters arising (<i>See R1 of the Committee reports</i>).</p> <p>They approved the previous minutes for the Chair to sign and noted that the following matters were still to be actioned:</p> <p>ACTION: Officers to receive training on complaints and Student Member disciplinary.</p> <p>ACTION: A black student to be recruited in the autumn to be appointed on to the Board of Trustees at the December Board meeting.</p> <p>ACTION: Client brief for Sport Officer's campaign to be written and approved by the Committee via a decision without a meeting.</p>
5.	<p>Strategy and Performance Monitoring</p> <p>The Committee received a report on strategy and performance monitoring (<i>See R2 of the Committee reports</i>).</p> <p>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.</p>

	<p>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.</p> <p>ACTION: Insight & Engagement Manager to be invited to next meeting and results of the Student Life Pulse Survey to be shared with the Committee.</p>
6.	<p>Project/Campaign Management</p> <p>The Committee received a report on project/campaign management (<i>See R3 of the Committee reports</i>).</p> <p>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.</p> <p>ACTION: Revised Student Group project plan to be submitted to the next Committee meeting.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>President noted alumni funding that could be used.</p> <p>The Committee noted that they were awaiting the following end of project reports for:</p> <ul style="list-style-type: none"> • We the active; • Flo Café. <p>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.</p> <p>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.</p>
7.	<p>Trustee Monitoring and Recruitment</p>

	<p>The Committee received a report on Trustee monitoring and recruitment (<i>See R4 of the Committee reports</i>).</p> <p>They noted that the next Independent Trustee vacancy would not occur until October 2021.</p>
8.	<p>Activities Officer</p> <p>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.</p> <p>The Committee gave their approval for the arrangements being put in place.</p>
9.	<p>Any other business</p> <p>No items had been previously identified for discussion.</p> <p>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.</p> <p>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.</p>

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.