Meeting:	**Leadership Committee**
Location:	**Microsoft Teams Meeting**
Date & Time:	**Wednesday 10th February 2021 at 1pm**

Present:

Fritz Ho	Postgraduate Officer *(Present for items 1 - 6.2)*
Tom Sawko	Sport Officer *(Acting Chair)*
Annie Willingham	Education Officer

In attendance:

Gregory Noakes	Governance & Executive Support Manager *(Secretary)*
Polly Hawker	Head of Activities
Helen McHenry	Head of Finance
Charlie Slack	Head of Student Voice & Engagement
Amy Young	Insights & Engagement Manager *(Present for items 1 - 5.1)*

Item	
1.	**Apologies for absence** | Name	Reason	Accepted | | --- | --- | --- | | Francesco Masala | Another meeting | Yes | | Freya Jackson | Another meeting | Yes | The Sport Officer was elected as acting Chair for this meeting only.
2.	**Notice of any other business** The following item was identified for discussion under any other business: 1) Access to SU activities for Students post viva
3.	**Declaration of conflict of interest** The Committee received a report on the Trustees' register of interests *(See R1 of the Committee reports)*. No Trustees present had any conflict of interest to raise relating to any items of business.
4.	**Minutes of the previous meeting and matters arising** The Committee received a report on the previous meeting *(See R2 of the Committee reports)*. They approved the previous minutes and noted the following action was still to be completed: **ACTION: President to amend client brief and share with committee for decision without a meeting.** **ACTION: Deputy Chief Executive and Insights & Engagement Manager to work on staff survey for KPIs.** **ACTION: Spaces project to submit SU alumni grant application for money to spend on SU spaces.**

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5.		**Strategy and Performance Monitoring**
5.1.		**Student Life Survey**

The Committee received a report on Student Life Survey *(See R3 of the Committee reports)*.

The Committee formally thanked the Insights & Engagement Manager for making the previously requested changes. They agreed that the new report format made it much easier to interpret the data.

QUESTION: A Committee member asked about the high percentage response given to question 18 and whether there needed to be more signposting or if this was normal for this time of year.
ANSWER: The Insights & Engagement Manager explained that this was a normal time of the year when students began to worry about career prospects.

A Committee member noted the high percentage response to question 22 and raised the possibility of using this data to highlight this issue to the University.

ACTION: Data to be looked at in detail at voice team meeting to identify data that could be used to raise issues with the University.

(The Insights & Engagement Manager left the meeting at this point)

5.2. **Complaints & Student Member disciplinary**

The Committee received a report on Complaints & Student Member disciplinary *(See R4 of the Committee reports)*.

5.3. **External Speakers**

The Committee received a report on External Speakers *(See R5 of the Committee reports)*.

5.4. **SU Alumni Grant**

The Committee received a report on SU Alumni Grant *(See R6 of the Committee reports)*.

The acting Chair reported that they would be promoting the alumni fund to student groups for one further round of applications. After this the remaining amount would be used on the Spaces project.

The Secretary noted that the Backstage alumni fund application had been approved since papers sent out and the current total of funds remaining was £13,648.

6. **Project/Campaign Management**

6.1. **Current Projects**

The Committee received a report on current projects *(See R7 of the Committee reports)*.

The acting Chair reported on the Active travel project. They explained that the £10,000 would be spent this year but that they would not be seeking a replenishment from the University next year. This was because the University Advisory Sustainable Travel group *(which included SU representatives)* was better equipped to do this going forward.

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		The acting Chair reported on the Spaces project. They explained that they had consulted with the Heads of Department and identified two key priorities for spending. These were signage and video conferencing tech. How much this would cost would need to be confirmed before an application was submitted to the alumni fund. A project brief would likely be submitted to a future meeting of Leadership Committee for approval.
	6.2.	**Student Groups Project** The Committee received a report on current projects *(See R8 of the Committee reports).* **QUESTION:** The acting Chair asked why these options had been chosen post-student consultation. **ANSWER:** The Head of Activities explained that they believed this was the best approach to take following the consultation. It was clear from consultation that the current Student Group model favoured big groups at the expense of smaller groups. The only option left now was to test it and see if it makes a positive difference. **QUESTION:** The Head of Student Voice & Engagement asked how The SU would monitor Student Groups to ensure that their purposes did not change over time i.e. society to P&A. **ANSWER:** The Secretary explained that the original email that the Student Group signed up with would have to be kept. In the event that a Student Group's purpose began to change the Executive Committee would have to review its affiliation to the area. They noted that the existence of a constitution did not in itself prevent Student Group's purposes from changing as these were largely ignored or misunderstood. The Committee discussed and agreed that they felt there was a need for further consultation on this before it was rolled out across all Student Groups. It was therefore decided that Student Groups would be invited to sign up to the new model for 2021/22 and, following a trial run, the Leadership Committee would review the decision at the end to decide whether to adopt for all Student Groups. *(Postgraduate Officer left the meeting at this point)* **[The Committee became inquorate from this point onwards and no formal decisions could be made except via decision without a meeting]**
7.		**Governance**
	7.1.	**Society Cap and Disaffiliations** The Committee discussed and agreed that this should be recommended for decision without a meeting. Those Committee members present supported adopting the recommendations made within the report.

8.		**Any other business**
		
		 The following item had been previously identified for discussion under any other business:
		
		     1) **Access to SU activities for Students post viva**
		
		         The Head of Student Voice & Engagement explained that following completion of viva many Students lost access to SU activities as their details were not kept.

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	The Committee discussed and agreed that this should be looked into.
	ACTION: Governance & Executive Support Manager to consult with Web Developer and Digital Technology Lead on the matter of access to SU activities for Students post viva.

The meeting ended at 2.10pm

Item number	Action
4	President to amend client brief and share with committee for decision without a meeting.
4	Deputy Chief Executive and Insights & Engagement Manager to work on staff survey for KPIs.
4	Spaces project to submit SU alumni grant application for money to spend on SU spaces.
8	Governance & Executive Support Manager to consult with Web Developer and Digital Technology Lead on the matter of access to SU activities for Students post viva.

Chair:	
Date:	