BOARD REPORTS 09-12-2021

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Actions arising from previous meetings	Action Owner	Started	Exp finish	Progress
To develop a plan to recruit another student to join the Board.	Governance & Executive Support Manager	09-Sep	09-Dec	Completed. See appendix 2.
To investigate the possibility of a multi-year block grant being agreed with the University	Chief Executive	09-Sep	09-Dec	Postponed due to Chief Executive absence
The Head of Finance to be invited to future Board meetings	Governance & Executive Support Manager	09-Sep	09-Dec	Completed
To include explanation of high variations within the management accounts.	Head of Finance	09-Sep	09-Dec	New finance reports have been shared with Finance & Audit Committee.
The final wording of Top Ten to be circulated to the Board for information.	Governance & Executive Support Manager	09-Sep	09-Dec	Completed
To work with the appropriate senior staff at the University to discuss the creation of a high level relationship agreement.	Chief Executive	17-Jun	Mar - 2022	Postponed due to Chief Executive absence
To work with University HR department to review the approach to staff recruitment and Chief Executive pay review	Chief Executive	17-Jun	Mar- 2022	Postponed due to Chief Executive absence
To relook at the current KPIs and to bring recommendations on how these could be improved to Leadership Committee and then Board	Chief Executive President	17-Jun	09-Dec	Postponed due to Chief Executive absence
To review SUmmit in six months' time	Board	17-Jun	09-Dec	First meeting held in November. See R6 for standpoints adopted. Recommending that review should be scheduled to June to allow for a review of a full year of Summit.

CONTACT:	Gregory Noakes *(Governance & Executive Support Manager)*	E-Mail: gdn26@bath.ac.uk

APPENDIX 1: Board Minutes

Meeting:	**Board of Trustees**
Location:	**Microsoft Teams Meeting**
Date & Time:	**Thursday 17 June 2021 at 9.30am**

Present:

Annie Willingham	President *(Chair)*
Jacob Withington	Education Officer
Siddharth Singh	Postgraduate Officer
Elizabeth Stacey	Sport Officer
Zoe Paumelle	Activities Officer
Rob Clay	Independent Trustee
Kate Aldridge	Independent Trustee
Marian McNeir	Independent Trustee
Jordan Kenny	Independent Trustee
Alexander Robinson	Independent Trustee

In attendance:

Gregory Noakes	Governance & Executive Support Manager *(Secretary)*
Nicky Passmore	Chief Executive
Barry Hughes	Incoming Independent Trustee

Item	
1.	**Apologies for absence** The Chair welcomed Barry Hughes, the new incoming Independent Trustee, to the meeting. A round of introductions was held to introduce everyone. <table><tr><th>Name</th><th>Reason</th><th>Accepted</th></tr><tr><td>Meg Crossman</td><td>Hospital appointment</td><td>Yes</td></tr><tr><td>Valerie Copenhagen</td><td>Unknown</td><td>Yes</td></tr></table>
2.	**Notice of any other business** No items were identified for discussion under any other business.
3.	**Declaration of conflict of interest** No one had any conflicts of interests to declare in any items on the agenda.
4.	**Minutes of the previous meeting and actions arising** The Board approved the previous minutes and noted the actions arising from the previous meeting. They discussed the proposed delay to the student trustee recruitment and the concerns about how this might be perceived by students. The Chief Executive explained that the recent trustee recruitment had flagged a number of gaps within the induction process and paperwork that needed to be addressed first. The Committee agreed that plans should be drawn up to ensure that the recruitment was completed before the start of the next academic year. **ACTION: The Governance & Executive Support Manager to develop a plan for recruiting another student to join the Board.**

5.	**Returning Officer and Deputy Returning Officer** The Board received a report appointing a Returning Officer and Deputy Returning Officer *(See R1 of the Board reports)*. They approved the following individuals being appointed to following positions: • Returning Officer: Head of Student Voice & Engagement. • Deputy Returning Officer: Change & Inclusion Manager. • External Appeals Officer: Deputy Chief Executive of Bath Spa SU. • Acting Returning Officers: The six SU Officers for their relevant areas.
6.	**Risk Register** The Board received a report on the risk register *(See R2 of the Board reports)*. **QUESTION:** An Officer asked if there was anything more that could be done to further reduce the risk of the two highest risks on the risk register. **ANSWER:** The Chief Executive explained that there was nothing that could be done about the University's review of VAT treatment on staff salary recharges other than maintaining good relationships with them. However, with regards to the block grant risk this might be possible to mitigate by agreeing a multi-year block grant with the University. The Board discussed the idea of having a multi-year block grant and agreed that this should be further investigated it. ==ACTION: The Chief Executive to investigate the possibility of a multi-year block grant being agreed with the University.== A Trustee noted that the Finance & Audit committee had discussed and agreed that there was more that The SU could do to mitigate the health & safety risk. A number of planned actions were being taken within this area which would mean that by the time of the next annual review this risk would be further reduced.
7.	**Reserve policy** The Board received a report on the reserves policy *(See R3 of the Board reports)*. **QUESTION:** A Trustee asked if the reserves were intended to cover The SU closing and paying staff redundancies. **ANSWER:** Another Trustee explained that the reserves existed to support The SU against the possibility of adverse financial circumstances where the budget planned does not transpire. **QUESTION:** A Trustee asked what 12.5% of annual costs would equate to in £s and if this was more than The SU had had in previous years. **ANSWER:** Another Trustee explained that this would make the minimum free reserves amount about £200,000 which was slightly higher than it had been in previous years. The Board approved and adopted the reserves policy.
8.	**Finance & Audit** The Board received a report on finance and audit matters *(see R4 of the Board reports)*. A Trustee reported that the forecasted deficit was £62k against the operating budget of £213k, which was well under the £150k that the Board had previously set as a maximum to be used from the reserves. This was a very good position to finish the year given the context of the pandemic.

	QUESTION: A Trustee asked about the high variance between spend and planned budget for staff salaries and wages. **ANSWER:** Another Trustee explained that this was down to savings made from staff vacancies. The Board discussed and agreed that it would be helpful if notes could be included within the management accounts next to high variations between spend and planned budget to explain them. They also agreed that it would be useful for the Head of Finance to attend Board meetings. **ACTION: The Head of Finance to be invited to future Board meetings.** **ACTION: The Head of Finance to include explanation of high variations within the management accounts.**
9.	**Chief Executive** The Board received a report from Chief Executive *(see R5 of the Board reports)*. They discussed and agreed that The SU should be active in communicating with local residents about the measures that they are taking to ensure that Freshers week goes ahead safely. The Chief Executive explained that communicating the measures to ensure safety was the responsibility of the University and not The SU. Several Trustees supported the idea that The SU should be responsible for its own communications. **QUESTION:** A Trustee asked would a student who tested positive during Freshers week be eligible to get a refund. **ANSWER:** The Chief Executive explained that a refund would not be possible as the cost of event is entirely funded by the tickets. **QUESTION:** A Trustee asked for an update on the Edge. **ANSWER:** The Chief Executive reported that a formal agreement had now been reached with the University regarding the building. There were still issues on the University's side as they now needed to find another way of making their savings. Going forward The SU would keep the Edge costings separate in the budget in order to monitor the situation. **QUESTION:** A Trustee asked if 15% staff vacancy is high for the sector. **ANSWER:** The Chief Executive confirmed that in normal times this would be high but all feedback from HR and other student unions was indicating that this was a national trend. **QUESTION:** A Trustee asked if The SU could have longer notice periods for key staff members. **ANSWER:** The Chief Executive explained that the staff were employed by the University who set the notice periods based on staff pay grades.
10.	**Top Ten** The Chair reported that the topics for the Top Ten this year would be: • Attainment gaps • Self-harm reduction • Personal tutors • Sustainable investments • Sulis club refurbishment • Mental health provisions • Inclusive spaces on campus • International student fees • Mandatory training for supervisors

		• Post Covid recovery planning
		QUESTION: A Trustee asked how the Top Ten are formed.
		ANSWER: The Chair explained that the Top Ten are developed from a long list of student issues identified through research carried out by the Student Voice team. Once completed the Top Ten acts as a list of issues to lobby the University on.
		QUESTION: A Trustee asked if the Top Ten was fully representative of all students.
		ANSWER: The Chair explained that The SU had other mechanism for representing wider student issues and that the Top Ten was list of issues that often fall under the University's radar.
		The Chief Executive explained that the role of the Board with the Top Ten is to offer support to the Officer team. It was for the Officer team to decide what issues should be on the Top Ten.
		==**ACTION: The final wording of Top Ten to be circulated to the Board for information.**==
11.		**Operational Matters**
11.1.		**Officers**
		The Board received a report on Officers *(see R6 of the Board reports).*
		The Chief Executive reported that they would be looking at restructuring these reports with the President and Head of Voice so that they reported on the Top Ten and manifestos.
		QUESTION: A Trustee asked what training and support do Officers receive.
		ANSWER: The Chief Executive explained that Officers receive a week long induction followed by an NUS Leading Change session. In addition to this Officers also receive a senior staff member to act as a coach and have regular check-in meetings with the Deputy Chief Executive.
11.2.		**Area Operations**
		The Board received a report on area operations *(see R7 of the Board reports).*
		QUESTION: A Trustee asked if The SU should be concerned about the low numbers of organisations that have signed up for a stall during Freshers Week.
		ANSWER: The Chief Executive explained that due to the pandemic a lot of organisations were being cautious as they weren't confident that Freshers Week wouldn't end up being cancelled. In terms of lost income this was not significant and still manageable within the budget. However, the Marketing team would continue to do their best to get more organisations to sign up.
		QUESTION: A Trustee asked for an update on Dartmouth.
		ANSWER: The Chair and Sport Officer gave an update on plans for Dartmouth. This year Dartmouth will not be a testing site which means that The SU will be able to host student activities as it was originally intended to. Current work is well underway to prepare the place for students to be able to come in and do activities there.
12.		**Any other business**
		No items had been previously identified for discussion under any other business.
13.		**SU News**

		The Chief Executive reported on some key highlights in terms of news that had happened since the last meeting:
		- One of our Lloyd Scholars was runner up in the national Lloyd's Scholar Volunteering award. Another Lloyd Scholar was runner up in the national Lloyd Scholar Champion Award. - The SU has been shortlisted as part of the Bath Life Awards - event is on the 9th September. - The rowing club has secured a number of informal pledges from the University and alumni to fund building a new boat house.
	14.	**To confirm the date and time of future meetings** The Board noted and confirmed the following meeting dates: - Thursday 9th December 2021 9.30am - Thursday 31st March 2022 9.30am - Thursday 16th June 2022 9.30am **Thank you** The Board formally thanked Rob Clay, the outgoing Trustee, for all the help and support that they had given during their time as Trustee with The SU. A thank you gift would be on its way to them.

The meeting ended at 11.50am

4	To develop a plan to recruit another student to join the Board.	Governance & Executive Support Manager	09/12/2021
6	To investigate the possibility of a multi-year block grant being agreed with the University	Chief Executive	09/12/2021
8	The Head of Finance to be invited to future Board meetings	Governance & Executive Support Manager	09/12/2021
8	To include explanation of high variations within the management accounts.	Head of Finance	09/12/2021
10	The final wording of Top Ten to be circulated to the Board for information.	Governance & Executive Support Manager	09/12/2021

SKILLS/EXPERIENCES

For recruitment the following will be included as essential skills/experience:
- Knowledge of issues, nationally and locally, affecting students and higher education.
- Knowledge of the role of the Board and how this differs to the role of the
- senior management team.
- Ability to ask questions and challenge leaders in an appropriate way.
- Ability to listen, reflect and learn from a range of viewpoints including impartial advice before reaching own view.
- Ability to work in a team and build positive working relationships with a range of personalities.
- Ability to maintain confidentiality regarding sensitive matters discussed in confidence.
- Ability to relate to students by understanding their needs and perspectives.

ADVERTISING VACANCY

The following channels are being considered:
- **SU marketing team:** can promote the role through social media channels and publish on job page.
- **Staff:** can reach out and promote to students they know who might be interested in the role.
- **University career services:** can publish this volunteer role on their site.
- **Student Voice:** can promote the role among their representatives.
- **Student Groups:** can promote the role among their student group committee members.

TIMELINE

Date	Action
14/03/2022 to 08/04/2022	Advertisement
11/04/2022	Panel review applications and select candidates to invite to interview
25/04/2022 to 06/05/2022	Panel interview candidates and decide on who they will recommend to Board.
09/05/2022	Board receives panel's recommendation and formally agree appointment via decision without a meeting.
10/05/2022	New Trustee joins the Board and the Charity Commission are updated.

INTERVIEW PANEL

The interview panel will be comprised of:
- Nicky Passmore *(Chief Executive)*
- Alexander Robinson *(Independent Trustee)*
- Annie Willingham *(President)*

INDUCTION

For induction the following will be arranged for the new Trustee:
- training on their role and responsibilities as a Trustee;
- induction on how the Board/Committees work in The SU;
- being taken through the Articles of Governance and other important governing documents;
- a session on finances within The SU;
- a session on strategy and the role of the officers;
- a site tour of The SU including meeting the different teams/senior managers and Officers;
- a meeting with key staff members within The SU.

REPORT ON FINANCIAL POSITION

PURPOSE

To provide the Board with an update on the SU financial position

REPORT

1. MANAGEMENT ACCOUNTS

1.1. Appendix 1 shows the management accounts for the period ending 31st October. This is in the standard format that has been used to date, reporting on unrestricted, core budgeted areas.

1.2. We are working with the scenario one budget which was the best-case scenario identified.

1.3. Overall, they show a current surplus of £72k. This is being mainly driven by the following two areas.

1.4. **Staff salaries.** Underspend of £38k, expected staff vacancy factor £13k therefore £25k variance. We have had a high number of staff vacancies in the first quarter of the year. Some positions have been difficult to recruit, extending the vacancy period. Cover has been provided by existing staff, secondments or student casuals keeping the costs low. The majority of these roles have now been filled.

1.5. **Commercial & Events.** Performance in September and October have exceeded expectations with surplus income of ~£45, after related expenditure overspend. This was driven by wet sales and ticket sales, with high attendance and spend in evening events. Coffee and kitchen sales are underperforming with the kitchen suffering from some supply issues. The bars area is also benefitting from an underspend in salary to date as they have struggled to recruit for a kitchen supervisor

1.6. Other commercial areas have seen differing results. The Freshers Fayre had disappointing sales however feedback from stallholders that did take part were positive about the event. Other stalls hire income is up on budget and the farmers market is performing really well to date.

1.7. Other areas of expenditure are showing underspends due to timing differences, these are expected to catch up during the year. There have been no exceptional items of expenditure or significant unbudgeted costs in the year to date.

1.8. Appendix 2 shows the management accounts for the same period in a different format, reporting by department. This is still being developed but will be ready for the next set of accounts.

1.9. This report will be given to budget holders each month. They will fill in the last four columns (in blue) with their forecasted figures for the year end and a narrative explaining any variance against budget. The Head of Finance will review and add forecast and narrative for the central areas in order to present a full forecast for the year, identifying where current variances are temporary or will affect the year balance.

1.10. The forecast at 31 October is that we expect to finish the year in line with budget. Whilst we have made a good start to the year, there is uncertainty ahead with Covid-19 and managers are being cautious. It is unlikely that the commercial area can maintain the high sales throughout the year and as we entered trading in November there were already signs of some lower attendance at weekly events.

2. RESERVES AND RESTRICTED FUNDS

2.1. Appendix 3 shows a statement of all SU fund categories including unrestricted, restricted, designated and custodian funds (RAG). These categories match to the SOFA and annual accounts and will give an overall picture of SU finances.

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2.2. Focus remains on unrestricted funds, which are the general funds that we budget for, as these are the amounts we are in control of.

2.3. We expect the restricted reserves to significantly decrease during this year as unspent funds from the past two years of restricted activity are released.

2.4. The green section at the bottom of the report shows the impact of the current unrestricted balance on our reserves. The surplus of £72k is added to the unrestricted funds brought forward and adjusted for funds tied up in tangible fixed assets. The minimum reserves held of £150k is taken from this giving a current free reserves figure of £226k.

2.5. One capital purchase is currently expected which is a new lighting system for the bar/nightclub. The Head of Commercial is investigating options with costs looking at ~£20k.

2.6. Rowing have one repayment left on their loan that The SU previously gave them which will reimburse our reserves by £4.6k.

ACTIONS

3. The Board are asked to note the report.

CONTACT:	Helen McHenry *(SU Head of Finance)*	E-Mail: h.m.mchenry@bath.ac.uk

REPORT ON FINANCE MATTERS

APPENDIX 1: MANAGEMENT ACCOUNTS FOR THE PERIOD ENDING 31ST OCTOBER

Unrestricted / Core Summary Subjective	YEAR 2021-22 Budget £	August 2021 Actual £	September 2021 Actual £	October 2021 Actual £	YTD Actual 2021-22 £	YTD Budget 2021-22 £	YTD Variance to budget £	PRIOR YTD Actual Year-to-date 2020-21 £	YTD Annual budget remaining £
Income									
Block Grant	1,915,000	157,333	161,833	159,581	478,748	478,750	-2	425,750	1,436,252
Commercial Income	1,034,085	389	111,696	204,098	316,183	220,666	95,517	58,605	717,902
Student groups	5,500	0	105	2,075	2,180	0	2,180	0	3,320
Sports clubs	127,408	40	5,187	72,212	77,439	78,977	-1,538	2,158	49,969
Advertising and sponsorship	35,500	877	4,099	2,034	7,010	12,125	-5,115	6,998	28,490
Events	411,365	0	215,522	21,148	236,669	195,666	41,003	39,955	174,696
Union income	63,000	7	14,777	20,991	35,774	29,063	6,712	87,846	27,226
Motor income	0	0	275	0	275	0	275	0	-275
Internal recharges	21,369	0	22,616	0	22,616	21,369	1,247	0	-1,247
	3,613,227	158,645	536,110	482,138	1,176,894	1,036,616	140,278	621,312	2,436,333
Staff Costs									
Staff: Salaries & Wages	-1,787,559	-133,580	-139,677	-135,355	-408,612	-446,890	38,278	-392,659	-1,378,947
Staff: Agency	-13,600	0	0	-3,290	-3,290	-3,400	110	-2,828	-10,309
Staff: Casual	-303,844	-4,974	-35,035	-45,458	-85,467	-84,664	-803	-49,050	-218,377
Staff: Vacancy Factor	53,852	0	0	0	0	13,463	-13,463	0	53,852
	-2,051,151	-138,554	-174,712	-184,104	-497,370	-521,491	24,121	-444,537	-1,553,781
Other Expenditure									
Commercial	-349,006	-2,239	-84,139	-30,883	-117,261	-81,241	-36,020	-36,140	-231,745
Staff : other costs	-19,950	-2,082	-886	-521	-3,489	-7,763	4,273	-6,859	-16,461
Student groups	-21,827	-32	-2,882	-1,334	-4,248	-5,444	1,196	-974	-17,579
Sports	-266,506	-23,429	-1,508	-25,266	-50,203	-57,111	6,908	-19,795	-216,303
Advertising and Marketing	-17,055	-4,013	-1,136	-153	-5,301	-4,376	-925	-9,022	-11,754
Events (direct)	-358,982	-24,504	-138,054	-16,046	-178,604	-156,391	-22,213	-80,484	-180,378
Union costs	-147,182	2	-51,711	-7,615	-59,324	-64,264	4,940	-46,506	-87,858
Motor expenses	-2,000	-372	-372	-33	-777	-500	-278	1,187	-1,222
Internal recharges	-22,067	0	-13,967	0	-13,967	-18,067	4,100	-16,548	-8,100
Volunteer and student costs	-37,646	-13,645	-989	-224	-14,857	-18,412	3,554	-565	-22,789
Establishment	-161,772	-1,580	-54,048	-16,528	-72,156	-81,563	9,407	-58,246	-89,616
Asset & Finance Expenses	-149,686	8,997	-67,339	-20,727	-79,068	-40,071	-38,997	-34,540	-70,618
Depreciation	-33,000	-2,507	-2,507	-2,507	-7,521	-8,250	729	-3,652	-25,479
Total Other Expenditure	-1,586,679	-65,403	-419,538	-121,837	-606,778	-543,453	-63,326	-312,146	-979,901
Total Expenditure	-3,637,830	-203,957	-594,250	-305,941	-1,104,148	-1,064,943	-39,204	-756,683	-2,533,682
Net Surplus/(Deficit)	-24,603	-45,311	-58,140	176,197	72,746	-28,328	101,074	-135,371	-97,349

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REPORT ON FINANCE MATTERS

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APPENDIX 2: MANAGEMENT ACCOUNTS FOR THE SAME PERIOD IN A DIFFERENT FORMAT

Unrestricted / Core Summary By Department	Year 2021/22 Budget £	August 2021 Actual £	September 2021 Actual £	October 2021 Actual £	YTD Actual 2021-22 £	YTD Budget 2021-22 £	YTD Variance to budget £	Year Annual budget remaining £	Forecast Actual 2021-22 £	Forecast Budget 2021-22 £	Forecast Variance to budget £	Forecast commentary by budget holders
Income												
Union Administration	1,764,065	142,721	147,496	145,037	435,254	435,766	-512	1,328,811		1,764,065		
Advice & Support	0	0	0	0	0	0	0	0		0		
Arts	185,435	14,619	14,624	17,652	46,895	46,359	536	138,540		185,435		
Commercial (Bars)	1,032,585	389	78,682	213,490	292,561	220,666	71,895	740,024		1,032,585		
Commercial (Other)	26,500	0	14,060	2,417	16,476	25,188	-8,711	10,024		26,500		
Events	409,000	0	248,536	22,707	271,242	192,200	79,042	137,758		409,000		
Marketing & web site	47,500	877	4,809	8,624	14,310	15,125	-815	33,190		47,500		
Media	6,369	0	6,469	0	6,469	6,369	100	-100		6,369		
Peer Support	0	0	0	0	0	0	0	0		0		
Societies support (incl Hall reps)	9,365	0	0	0	0	966	-966	9,365		9,365		
Sport support	132,408	40	21,434	72,212	93,686	93,977	-291	38,722		132,408		
Student Voice	0	0	0	0	0	0	0	0		0		
Volunteering support	0	0	0	0	0	0	0	0		0		
Total Income	3,613,227	158,645	536,110	482,138	1,176,894	1,036,616	140,278	2,436,333		3,613,227		
Staff Costs												
Union Administration	-381,697	-33,618	-36,745	-34,559	-104,921	-94,924	-9,997	-276,775		-381,697		
Advice & Support	-137,849	-13,943	-7,267	-10,629	-31,839	-34,462	2,624	-106,010		-137,849		
Arts	-125,535	-10,690	-10,910	-11,011	-32,610	-31,384	-1,227	-92,925		-125,535		
Commercial (Bars)	-416,862	-6,950	-37,429	-51,639	-96,019	-103,747	7,728	-320,843		-416,862		
Commercial (Other)	0	0	0	0	0	0	0	0		0		
Events	-53,015	-11,016	-10,060	-7,071	-28,148	-25,700	-2,448	-24,867		-53,015		
Marketing & web site	-165,012	-9,688	-11,475	-14,916	-36,079	-41,253	5,174	-128,933		-165,012		
Media	0	0	0	0	0	0	0	0		0		
Peer Support	-154,213	-12,335	-12,335	-11,258	-35,927	-38,553	2,626	-118,286		-154,213		
Societies support (incl Hall reps)	-101,505	-5,213	-12,083	-6,249	-23,545	-25,376	1,832	-77,960		-101,505		
Sport support	-190,365	-15,784	-14,582	-12,893	-43,259	-47,591	4,332	-147,106		-190,365		
Student Voice	-251,675	-15,486	-15,777	-17,243	-48,506	-62,919	14,413	-203,169		-251,675		
Volunteering support	-93,373	-5,913	-6,936	-7,168	-20,017	-23,343	3,326	-73,356		-93,373		
Total	-2,071,101	-140,636	-175,598	-184,637	-500,871	-529,253	28,382	-1,570,230		-2,071,101		
Other Expenditure												
Union Administration	-257,385	12,453	-127,769	-2,090	-117,406	-123,621	6,215	-139,979		-257,385		
Advice & Support	-6,936	0	-5,190	-47	-5,237	-5,321	84	-1,699		-6,936		
Arts	-59,900	-330	-6,997	-1,875	-9,202	-14,975	5,773	-50,698		-59,900		
Commercial (Bars)	-501,776	-6,070	-91,013	-54,641	-151,723	-112,942	-38,781	-350,053		-501,776		
Commercial (Other)	-1,750	0	0	0	0	-1,225	1,225	-1,750		-1,750		
Events	-388,701	-40,679	-173,763	-32,445	-246,886	-186,000	-60,886	-141,815		-388,701		
Marketing & web site	-45,738	-5,227	-8,479	-2,447	-16,153	-16,211	58	-29,585		-45,738		
Media	-6,369	0	-63	0	-63	-1,934	1,871	-6,306		-6,369		
Peer Support	-6,335	0	-45	-21	-66	-1,584	1,518	-6,269		-6,335		
Societies support (incl Hall reps)	-23,137	-32	-150	-2,395	-2,577	-7,909	5,332	-20,560		-23,137		
Sport support	-254,006	-23,437	-1,508	-25,266	-50,211	-57,710	7,499	-203,795		-254,006		
Student Voice	-13,616	0	-3,607	-77	-3,684	-5,515	1,831	-9,932		-13,616		
Volunteering support	-1,080	0	0	-68	-68	-743	675	-1,012		-1,080		
Total	-1,566,729	-63,321	-418,652	-121,304	-603,276	-535,690	-67,586	-963,453				
Total expenditure	-3,637,830	-203,957	-594,250	-305,941	-1,104,147	-1,064,943	-39,204	-2,533,683		-1,064,943		
Net Surplus/Deficit												
Union Administration	1,124,983	121,556	-17,017	108,388	212,926	217,221	-4,294	912,057		1,124,983		
Advice & Support	-144,785	-13,943	-12,457	-10,676	-37,076	-39,784	2,708	-107,709		-144,785		
Arts	0	3,599	-3,282	4,766	5,083	0	5,083	-5,083		0		
Commercial (Bars)	113,947	-12,632	-49,760	107,211	44,819	3,977	40,842	69,128		113,947		
Commercial (Other)	24,750	0	14,060	2,417	16,476	23,963	-7,486	8,274		24,750		
Events	-32,716	-51,695	64,713	-16,809	-3,791	-19,500	15,709	-28,925		-32,716		
Marketing & web site	-163,250	-14,038	-15,145	-8,739	-37,922	-42,339	4,417	-125,328		-163,250		
Media	0	0	6,406	0	6,406	4,435	1,971	-6,406		0		
Peer Support	-160,548	-12,335	-12,379	-11,279	-35,993	-40,137	4,144	-124,555		-160,548		
Societies support (incl Hall reps)	-115,277	-5,245	-12,233	-8,644	-26,122	-32,319	6,198	-89,155		-115,277		
Sport support	-311,963	-39,181	5,344	34,053	216	-11,325	11,540	-312,178		-311,963		
Student Voice	-265,291	-15,486	-19,384	-17,320	-52,190	-68,434	16,244	-213,101		-265,291		
Volunteering support	-94,453	-5,913	-7,004	-7,168	-20,085	-24,086	4,000	-74,368		-94,453		
Total Surplus/deficit	-24,603	-45,311	-58,140	176,197	72,746	-28,328	101,074	-97,349		-24,603		

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APPENDIX 3: RESERVES & RESTRICTED FUNDS

Summary of SU : 3 months to 31st October 2021.	Reserves / Rollover funds	Net surplus/deficit 3 months to 31st October 2021	Reserves / carry forward
	£	£	£
Unrestricted funds:			
Union Administration		212,926	
Advice & Support		-37,076	
Arts		5,083	
Commercial (Bars)		44,819	
Commercial (Other)		16,476	
Events		-3,791	
Marketing & web site		-37,922	
Media		6,406	
Peer Support		-35,993	
Societies support (incl Hall reps)		-26,122	
Sport support		216	
Student Voice		-52,190	
Volunteering support		-20,085	
Unrestricted funds: Total	355,192	72,746	427,938
Restricted funds:			
Societies: Individual groups	55,416	1,716	57,131
Societies : Centrally administered	15,237	10,012	25,249
Sports: Individual clubs	25,236	111,287	136,522
Sports : Centrally administered	93,903	70,481	164,384
Policy & Activism Groups	780	0	780
Media Central	303	102	405
Alumni	53,256	-67	53,188
SCP	33,028	-21,805	11,223
Student Development	20,315	-984	19,332
Club Assets	38,988	-6,296	32,692
Peer Support	18,938	-55	18,883
Restricted funds:Total	355,398	164,391	519,790
Designated Funds:			
Volunteering, Support and Liberation Groups	9,192	7,110	16,303
Designated Funds:Total	9,192	7,110	16,303
Custodian Funds:			
RAG	2,048	3,971	6,018
Custodian Funds: Total	2,048	3,971	6,018
GRAND TOTAL	721,830	248,219	970,049
Unrestricted funds: Total	355,192	72,746	427,938
Less:			
Tangible Fixed Assets	75,778		51,128
Unrestricted free reserves	279,414		376,810
Minimum permanent reserves held	**150,000**		**150,000**
Free reserves available as at 31 Oct 2021	129,414		226,810

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REPORT PROPOSING REPLACEMENT OF LIGHTING FOR SU NIGHTCLUB

R2

PURPOSE

To propose a business case for approval by Board of Trustees.

REPORT

1.BACKGROUND

1.1. The Finance and Audit Committee was made aware of an expected capital expenditure purchase required for the bars area to replace the old lighting system in the nightclub. The following details present the case. Due to the timing this missed the last F&A meeting and is being presented to the Board of Trustees for approval. It has been reviewed by the Head of Finance who supports the recommendation and is satisfied that we have the reserves available to cover the cost. Current free reserves held £129k with no other commitments pending.

2.OVERVIEW (DESIRED OUTCOMES)

2.1. The aim is to replace the lighting currently in the SU Nightclub. There are a number of options available including lease hire and purchase.

3. REASONS

3.1. This is being considered for the following reasons:
- The current lighting has been in place for 15 years but is now quite damaged and large parts are failing and costly to repair
- The lack of consistent lighting creates a safety hazard during club night events.
- It also detracts from customer experience and is damaging to the night club's reputation.

4. BENEFITS EXPECTED

4.1. All lease hire agreements offered are for three years, after which point, we would not own any equipment.

4.2. Our current lighting has been in place for 15 years, suggesting a much longer possible lifespan.

4.3. Purchase up front with the cost depreciated over 5 years would give a reasonable monthly cost but with the advantage of ownership for the following decade or longer.

5. OPTIONS CONSIDERED

5.1. We have spoken to several different companies to obtain quotes for purchase and lease.

6. COSTS

6.1. Quote A offered a three-year lease hire with a total cost of £25k from Event Production Services.

6.2. Quote B offered a three-year lease hire with a total cost of £20k from Enlightened Lighting.

6.3. Both companies offered a buying price of the same as total lease hire. Event Production Services slightly more expensive lights and controller. Maintenance and repair costs are built into the budget already and with new equipment these should reduce.

Content

7. DEPENDENCIES

7.1. This requires capital expenditure from the SU Reserves, depreciated over the next 5 years from the bars account.

8. TIMESCALE

8.1. To be implemented before Semester 2

9. KEY RISKS

Risk (what might go wrong)	Impact (Estimate 1-5)	Probability (Estimate 1-5)	Severity (Impact x probability)	Risk Response How will the possible impact be reduced?
Project exceeds budgeted costs	4	2	**8**	All quotes are itemised and checked by our in-house tech team to meet requirements

10. EVALUATION

10.1. Purchasing new lighting up front gives us more control and long-term financial saving, especially with our reassurances that the equipment will last significantly longer than the 5 year depreciation.

ACTIONS

11. The Board is asked to decide if they accept the recommendations to purchase lighting from Enlightened.

CONTACT:	Mike Dalton - Head of Commercial-Venue & Events Helen McHenry - Head of Finance	Telephone: 6139 E-Mail: susmjd@bath.ac.uk Telephone: 6903 E-mail: sushmw@bath.ac.uk

REPORT ON STRATEGY & PERFORMANCE

PURPOSE

To report on the strategy's key performance indicators, specifically those captured in the monthly Student Life Survey.

CONTENTS

REPORT

1. STRATEGY KEY PERFORMANCE INDICATORS

1.1. For the purposes of this report The SU Strategy KPIs reported on are those which are included in the Student Life Survey which are as follows:

Growing community – students FEEL part of something
Average % of students agreeing to the following statements:
I feel a sense of belonging
I feel part of a community
I feel that my contribution to The SU matters

October 2021 average is 54%

Inspiring change – students FEEL they can make change
Average % of students agreeing to the following statements

I can influence the decisions and actions of The SU
By contributing to my community I'm also gaining from it
Everyone can make a contribution to the community

October 2021 average is 62%

Inspiring change – students KNOW how to make change
Average % of students agreeing to the following statements:
I know how to influence the decisions and actions of The SU
I know how to contribute more to the community I am a part of
I know how students are making the community better

October 2021 average is 45%

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1.2   The following graphs show monthly data on the three KPIs as outlined above in 2020/21 and 2021/22.
       For further detail on individual questions which contribute to the KPIs, see Appendix 1.

STUDENTS FEEL PART OF SOMETHING

STUDENTS KNOW HOW TO MAKE CHANGE

STUDENTS FEEL THEY CAN MAKE CHANGE
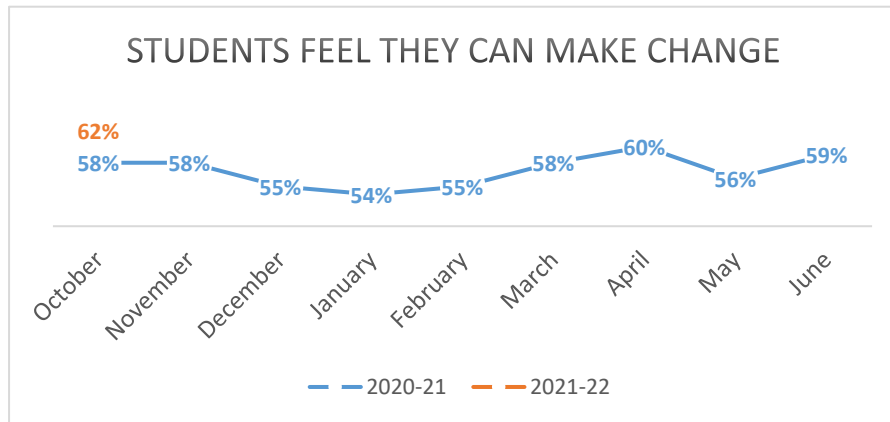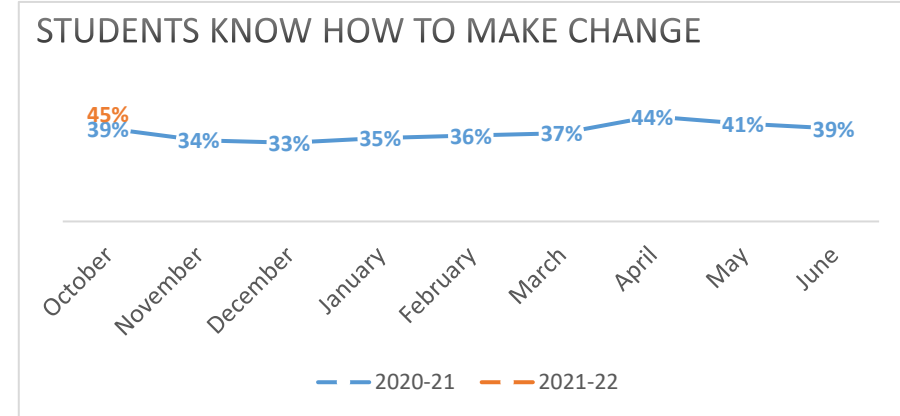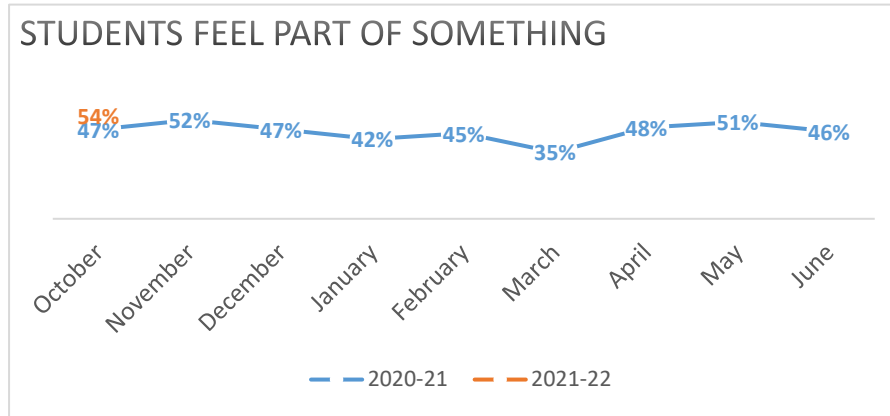
It is positive to see an increase across all three KPIs when looking at the data from October 2020 to October 2021. When looking at the specific questions which contribute towards the three KPIs all have seen increases in student agreement, in particular (see Appendix 1 for further detail):

- I feel part of a community from 53% to 64%
- I know how students are making the community better 45% to 55%
- I feel that my contribution to The SU matters 31% to 37%

Content

Questions which scored low in 2020/21 regarding knowing and feeling that students can influence the decisions and actions of The SU have improved from October 2020/21 to October 2021/22, with the new mechanisms of Ideas to Action, Standpoints and SUmmit being implemented this year it is hoped that agreement with these questions will continue to rise.

1.3 Other KPIs, as set out in the SU Strategy 2020-2023 are as follows:

1.3.1 Students DO things as part of a community, measured by overall % of students who are taking part in SU groups or community activities. In order to be able to report effectively on this KPI clarity is required of what SU groups and activities are to be included in the count, whether the KPI is of individual students involved (some students may be involved in multiple activities) or collective numbers and over what period the KPI is to be calculated.

1.3.2 Students DO things that shape their communities, measured by overall % of students who are taking part in SU activities which shape the community around them. Whilst a list of activities was drawn up in 2019/20 regarding what should be included in calculating the KPI some of the activities listed are now out of date or need to be reviewed to ensure that the list is accurate. Again, clarity of what is being calculated (individual students or collective numbers) and over what period is required.
Both of these KPIs need some reviewing to ensure that they are fit for purpose and what the SU wishes to measure as a measure of success.

1.3.3 Staff are SATISFIED and staff are ENGAGED. These KPIs were scheduled to be collected through the staff survey. The staff survey has been run centrally by the University in previous years. Since March 2020 (beginning of the pandemic) the University has not run a staff survey into the overarching experience of staff, instead focusing on timely surveys focused on the change in work processes and patterns in response to Covid-19.

1.3.4 The final KPI is that The SU makes a positive FINANCIAL CONTRIBUTION each year, calculated by the year-end financial contribution (operating). This KPI is reported through the Finance and Audit Committee.

2. **Updates on Student Life Survey data**

2.1 The Board are asked to note the following actions which have been taken in response to the Student Life Survey data.
- Implementation of Ideas to Action, Standpoints and SUmmit to increase students feeling that they know how to and can influence decisions and actions of The SU.
- Data from the survey will now be routinely shared with areas where relevant monthly and any actions taken will be reported at future Leadership Committee meetings. The first month of data for 2021/22 has been shared with areas as follows:
  - Inclusion of questions related to Freshers' Week in October and November surveys, this along with data regarding the SU's impact on students' social lives has been shared with the Head of Commercial – Venues & Events and Marketing & Communications Manager.
  - Inclusion of questions related to Peer Mentoring as requested by the Peer Support Manager, questions will be included all year round. Data has been shared with the Peer Support Manager.
  - Data related to student concerns and wellbeing has been shared with the SU Advice Team.
  - Data related to student issues and student voice have been shared with the SU Voice Team.

- Data related to opportunities and belonging have been shared with the SU Activities Team.

ACTIONS

3. The Board are asked to note the report and discuss resulting actions.

		Oct-20	Oct-21	Nov-20	Nov-21	Dec-20	Dec-21	Jan-21	Jan-22	Feb-21	Feb-22	Mar-21	Mar-22	Apr-21	Apr-22	May-21	May-22	Jun-21	Jun-22	Year End 2020-21	Year End 202
Colour coding: Questions highlighted in orange are SU KPI questions. Response rates are given for each month in row 2.	Response rate	137	152	70		157		120		128		84		113		88		65			
Question No.	**Satisfaction with the following in students' life at present**																				
1	Students who selected 'satisfied' or 'very satisfied' in response to "How satisfied or dissatisfied are you with making new friends"	44%	70%	39%		44%		29%		28%		33%		40%		48%		51%		40%	
2	Students who selected 'satisfied' or 'very satisfied' in response to "How satisfied or dissatisfied are you with fitting in"	61%	73%	68%		63%		51%		56%		56%		62%		72%		65%		62%	
3	Students who selected 'satisfied' or 'very satisfied' in response to "How satisfied or dissatisfied are you with exploring Bath"	67%	74%	58%		28%		24%		50%		46%		55%		57%		63%		50%	
4	Students who selected 'satisfied' or 'very satisfied' in response to "How satisfied or dissatisfied are you with opportunities to do the things I like in my spare time"	46%	73%	46%		40%		29%		31%		32%		44%		55%		66%		43%	
5	Students who selected 'satisfied' or 'very satisfied' in response to "How satisfied or dissatisfied are you with opportunities to try new things"	40%	76%	38%		33%		20%		21%		23%		29%		38%		60%		34%	
	Social experience																				
6	Students who selected 'agree' or 'strongly agree' in response to "I am getting the social experience I want"	20%	61%	19%		20%		14%		5%		14%		17%		26%		42%		20%	
7	Students who selected 'agree' or 'strongly agree' in response to "The SU has made a positive impact on my social life"	34%	61%	29%		36%		30%		24%		18%		29%		33%		35%		30%	
	New for 2021-22 Freshers' Week questions - only asked of new first year UG, PGT and Doctoral students																				
8	To what extent do you agree or disagree you had all the information you needed to make the most out of Freshers' Week?		72%																		
9	To what extent do you agree or disagree The SU made you feel welcome?		75%																		
10	To what extent were you satisfied with Freshers' Week overall?		66%																		
	New for 2021-22 Peer Support questions - only asked of first year UG and Doctoral students																				
11	Have you spoken to your peer mentor so far this academic year?		57%																		
12	Did you find their support useful?		82%																		
	Belonging and community																				
13	Students who selected 'agree' or 'strongly agree' in response to "I feel a sense of belonging"	58%	62%	61%		57%		52%		56%		51%		60%		69%		62%		58%	
14	Students who selected 'agree' or 'strongly agree' in response to "I feel part of a community"	53%	64%	59%		53%		47%		57%		39%		56%		60%		47%		52%	
15	Students who selected 'agree' or 'strongly agree' in response to "I know how to contribute more to the community I am a part of"	43%	49%	32%		37%		40%		35%		41%		51%		48%		46%		41%	
16	Students who selected 'agree' or 'strongly agree' in response to "I know how students are making the community better"	45%	55%	45%		40%		38%		43%		37%		48%		44%		43%		43%	
17	Students who selected 'agree' or 'strongly agree' in response to "By contributing to my community I'm also gaining from it"	70%	73%	68%		65%		61%		64%		68%		72%		69%		74%		68%	
18	Students who selected 'agree' or 'strongly agree' in response to "Everyone can make a contribution to the community"	80%	87%	78%		75%		76%		78%		80%		81%		78%		80%		78%	
19	Students who selected 'agree' or 'strongly agree' in response to "The SU is welcoming and inclusive to all students"	78%	84%	74%		74%		70%		78%		69%		72%		72%		75%		74%	
20	Students who selected 'agree' or 'strongly agree' in response to "I feel that my contribution to The SU matters"	31%	37%	36%		31%		26%		23%		24%		28%		23%		29%		28%	
	Decisions and actions																				
21	Students who selected 'agree' or 'strongly agree' in response to "I know how to influence the decisions and actions of The SU"	28%	30%	26%		22%		27%		30%		32%		34%		31%		26%		26%	
22	Students who selected 'agree' or 'strongly agree' in response to "I can influence the decisions and actions of The SU"	24%	28%	29%		26%		25%		24%		25%		27%		20%		23%		25%	

		Oct-20	Oct-21	Nov-20	Nov-21	Dec-20	Dec-21	Jan-21	Jan-22	Feb-21	Feb-22	Mar-21	Mar-22	Apr-21	Apr-22	May-21	May-22	Jun-21	Jun-22	Year End 2020-21	Year End 202
	Student wellbeing																				
23	Students who selected 'satisfied' or 'very satisfied' in response to "Overall, how satisfied are you with your life nowadays"	56%	76%	52%		57%		46%		51%		44%		63%		78%		71%		58%	
24	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about your physical health in the last two weeks"	40%	38%	32%		36%		47%		36%		41%		43%		43%		26%		38%	
25	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about your mental health and wellbeing in the last two weeks"	58%	38%	54%		55%		62%		53%		73%		50%		51%		41%		55%	
26	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about your personal safety in the last two weeks"	18%	15%	15%		9%		13%		11%		12%		6%		11%		11%		12%	
27	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about your career prospects in the last two weeks"	51%	42%	46%		47%		60%		56%		52%		51%		45%		49%		51%	
28	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about your current accommodation in the last two weeks"			25%		14%		24%		18%		18%		8%		10%		15%		17%	
29	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about your accommodation next year in the last two weeks"			38%		34%		34%		27%		25%		21%		26%		26%		29%	
30	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about your academic workload in the last two weeks"	61%	53%	70%		66%		72%		56%		58%		64%		66%		49%		62%	
31	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about your academic achievement in the last two weeks"	64%	51%	64%		65%		79%		62%		61%		60%		67%		58%		64%	
32	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about balancing academic and social time in the last two weeks"	55%	53%	55%		54%		58%		48%		48%		58%		57%		51%		54%	
33	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about loneliness in the last two weeks"	46%	32%	34%		42%		52%		40%		54%		42%		30%		37%		42%	
34	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about bullying in the last two weeks"	4%	4%	2%		4%		1%		2%		5%		2%		2%		3%		3%	
35	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about your employability in the last two weeks"	45%	40%	35%		39%		46%		48%		50%		50%		42%		49%		45%	
36	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about being able to pay for the things you need in the last two weeks"	33%	43%	25%		34%		30%		30%		33%		28%		34%		31%		31%	
37	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about your level of debt in the last two weeks"	22%	23%	17%		23%		25%		28%		24%		25%		21%		26%		23%	
38	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about the effect of your other responsibilities on your academic achievement in the last two weeks"	20%	20%	16%		20%		29%		21%		18%		19%		20%		22%		21%	
39	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about your sleep habits in the last two weeks"	32%	39%	45%		50%		56%		52%		45%		39%		45%		40%		45%	

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REPORT ON POLICIES

PURPOSE

To provide the Board of Trustees with an update on progress made on the development of core policies.

REPORT

1. Back in June the Board approved the plan below for the development and adoption of the following policies going forward. This plan was based on the *'core policies'* recommended by the National Council for Voluntary Organisations *(NCVO)*.

Policies	Responsibility	To be submitted	Progress
Reserves	Finance & Audit Committee	08/2021	Completed and adopted by Board
Risk Management	Finance & Audit Committee	08/2021	Completed and adopted by Finance & Audit Committee
Health & Safety	Leadership Committee	09/2021	Draft completed and shared with senior management
Safeguarding	Leadership Committee	09/2021	Draft completed and shared with senior management
Equality & Diversity	Leadership Committee	10/2021	Draft completed and shared with senior management
Finance	Finance & Audit Committee	11/2021	Draft completed and shared with Head of Finance
Fundraising	Finance & Audit Committee	11/2021	Draft completed and shared with Head of Finance
Privacy	Leadership Committee	12/2021	Draft completed and shared with senior management
Data protection	Leadership Committee	12/2021	Draft completed and shared with senior management

2. As can be seen in the table above the Governance & Executive Support Manager has completed drafts for all of the policies and most of these have been shared with senior management for feedback. The feedback received has been incorporated into the policies and these now await final approval from the Chief Executive before being submitted for adoption.

3. Once the Chief Executive has given approval for these policies it is likely that these will be submitted for adoption at the next Board meeting.

4. The only exception is the finance policy which is likely to require more work as the Governance & Executive Support Manager's ability to progress this was limited by own knowledge of The SU financial processes. This has been handed over to the Head of Finance to work on going forward.

5. Having completed drafting the policies the Governance & Executive Support Manager has developed template reports to be used in the future to provide assurances to the Board in relation to complaints, disciplinary, health & safety, safeguarding and data protection. The Governance calendar below has been updated to include when these reports will be submitted to the Board.

Board of Trustees	Sep	Dec	Mar	Jun
Review management accounts	X	X	X	X
Operational oversight	X	X	X	X
Officer reports	X	X	X	X
Review KPIs		X		X
Approve risk register	X			
Appoint Returning Officer and Deputy	X			
Top Ten Report	X			X
Complaints assurance report	X			
Student member disciplinary assurance report	X			
Review audit findings/recommendations		X		
Approve Annual Report & Audited accounts		X		
Approve budget			X	
Officer election report			X	
Data Protection assurance report			X	
Health & Safety assurance report				X
Safeguarding assurance report				X

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Review & appoint committees				X

6. Alongside this the Governance & Executive Support Manager is also working with the Peer Support Manager to develop scripts that can be used as part of training videos to be rolled out to all staff and student leaders. These training videos are being set-up so that completion rates can be tracked across The SU and this information can be used as part of the assurance reports submitted to Board. All scripts are likely to be drafted before they leave on the 23rd December but the development of the videos themselves will have to wait till policies are approved. The Peer Support Manager will oversee this work going forward.

ACTIONS

The Board of Trustees are asked to note the report.

Contact:	Gregory Noakes *(Governance & Executive Support Manager)*	E-Mail: gdn26@bath.ac.uk

Content

PURPOSE

To provide the Board of Trustees with an update on the work of the Officer team to date.

CONTENTS

COMMUNITY OFFICER REPORT

Manifesto updates

Issue: *'Male Mental Health Campaign: Normalising discussions around male mental health to reduce stigma, ultimately to encourage male students to access support when needed.'*
- I have met with Student Services staff at the University to lobby for additional awareness raising on this issue. Consequently, there will now be a University Male mental health working group, with student representation.
- I worked closely with Student Minds to organise a Male mental health discussion event for World Mental Health Day.
- The male mental health event generated some discussion around how we can encourage males to discuss their wellbeing in a comfortable environment.

Issue: 'ment*Regular Meet-Ups: Ensuring you can meet students outside your household through a calendar of regular, varied activities, whether virtually or in-person (recreating some of the events of FW20!)'*.
- In coordination with the other Officers, we have established Morning Mixers every Thursday and Park Runs every Saturday to give you more opportunities to meet other students.

Issue: *'Inclusivity Training: Introduce mandatory inclusivity training for all student group committees, particularly around accessibility for disabled students, working with Disability Action Group.'*
- I have coordinated to SU staff to establish a new Equality, Diversity and Inclusion training package for student leaders, to be launched this Semester.
- I have led on the set and up and coordination of the Inclusivity Award this year (read more here: https://www.thesubath.com/diversity/inclusivity-award/).

Top Ten progress

We have shared the Top Ten with University Senior Management, and they have appointed a lead for each issue. We are going to meet with them soon to discuss action plans for achieving the issues this year. Each Officer is assigned items to lead on, and I am leading on the following Top Ten items this year:
- Expand preventative mental health provisions to identify early signs of wellbeing issues, in line with Student Minds' Mental Health Charter.
- Commit funding to projects which will provide more inclusive spaces on campus.
- Create University harm reduction policies around recreational drug use and commit to resourcing activities that support this work.

I will bring relevant updates under each heading to future meetings.

Other Priority issues and work

- Since mid-October, our SU President and I spent a lot of time planning and coordinating The SU's Anti-spiking campaign. This generated a lot of engagement from students and has led to positive

outcomes. The work included launching social media material, running a student poll (with over 1800 responses), and cancelling Score. As well as participating in media interviews and liaising with local Night Time Economy stakeholders. I also created and sent an Open Letter (with over 600 signatures) to the venues of Bath asking for a response relating to reports of spiking across the country. This has led to an increase in night-time safety provisions across the city. Read this article for more: https://www.thesubath.com/news/article/thesu/Drink-Spiking-Safety/.

- I spear-headed the creation of the SU's new Safe Taxi scheme. We have partnered with V Cars, a local taxi company, to offer you a safe journey home after a night out, without having to pay on the night! This is if you find yourself in a situation where you feel unsafe and haven't got the money to get home. Read more here: https://www.thesubath.com/blogs/blog/community_officer_blog/2021/09/27/Safe-Taxi-Scheme/
- In regard to Drug Harm Reduction work, I have worked closely with University stakeholders (Student Services) and a local charity Developing Health and Independence (DHI). And following some lobbying work, I will have an update post-16th November due to University meeting dates.

SPORT OFFICER REPORT

Manifesto updates

Taster Sessions: Clubs were encouraged to extend taster sessions and run them with sign-ups to limit the number of students attending. Returning from covid, I wanted to ensure people felt safe to participate in sport again.

Membership: This year a new membership structure was trialled and are extremely fortunate how well this has been received by students and has allowed much more participation in multiple sports.

BUCS athlete support: Unfortunately, this is not possible this year, however there is work with the Sports Department around what can be offered instead. Will be working with Exec around what they would like to see.

Postgrad Offers: Have been working with clubs, around session timings to make sport more accessible to Postgraduate Students. Certain clubs have put on additional sessions or have altered timings to accommodate, but have realised due to lighting and limitations, there are some clubs that are not able to do this.

Facilities: I have been fortunate to be involved in talks around the 3G pitch, Boathouse project, and the Sulis club, as mentioned below.

Top Ten progress

The Sulis Club refurbishment for student usage within 18 months. This project has been one that has come from usage during training and BUCS matches on a weekly basis with students, coaches and opposition becoming increasingly annoyed at the changing, storage and general facilities.

So far, the project has been taken to the University Committee, CSSU, where it was presented to the Vice-Chancellor, Chief Executive of Sport England and other senior University Committee members. I have also been able to take some of the Senior Leadership Team to the facility to show first hand the facility.

Other Priority issues and work

Club Culture: Myself and the sports team have been working with certain clubs around club culture and welcome socials. We have also been encouraging in getting clubs to complete the Be the Change and Consent trainings, and have been communicating with Beyond Equality on other trainings that can be run. Clubs are also strongly encouraged to be involved with the Inclusivity Award.

Budgets: Over the summer was able to work on club budgets, for all 50 Sports Clubs. All clubs have been allocated budget, and clubs are now able to apply for additional funds for unforeseen costs.

Return to Sport: A lot of time has been focused towards the return to sport after covid. There are lots of sports clubs, and after a year and a half of minimal activity, committees and members have found it difficult. SU Sport as a whole have found engagement has been low, and training sessions have not gone the way as planned. Therefore, the return to sport strategy has been continuously changing to ensure committees receive elevated support to make sure sport runs as smoothly as possible.

ACTIVITIES OFFICER REPORT

Manifesto updates

I have been working on preparing Artsity. I've deviated from a 3 day festival to a two day festival and it will take place on the 17/18th of February 2022. I've already booked the Edge for those days and contacted societies, volunteering groups, Media and Diversity and Support Group. I'm in the process of working with societies and trying to maximize the impact of the day and how to budget for the event to make sure it's cost neutral.

I've been working on the cultural awareness training and it should hopefully be included within the current inclusivity training. This is to make sure that there is no major added workload in terms of training to committee. I've finished a first draft of the training.

In terms of supporting eco-friendly student initiative we are working on doing that through the newly created Green Impact Group where we see how student groups who have an interest in sustainability can work together and have projects with bigger impact.

I am working on an updated version of the Bath Award and I have two students who are on the Activities Executive Committee working on it. I am working with the Peer Support Team on how to best do this and I am at the stages of developing the rough draft.

Top Ten progress

Top 10 issue regarding divestment and sustainability. Martin William, Head of Finance has approached me with an initial action plan which will involve me working alongside Mercer who they consult regarding investment. I have asked for an additional meeting with them to discuss concrete next steps in the following steps.

The top 10 issue regarding international student. Annie and I have met with Tim Kaner, head of Marketing and Head of the Tuition Fee Working Group. We discussed possible options of what routes to go down next and we are going to give him a more detailed list of what changes the website on tuition fees could have.

Other Priority issues and work

Launch of adopt a society - A list of a few societies who didn't have a committee. These are then placed on an "Adoption List" where students can apply to adopt the society.

Committee Welfare - A lot of my work has been supporting committees and making sure they feel confident and empowered to be on committee. I've been working to make sure all committees are complete and received their training as well as general welfare and ensuring that they're having fun whilst being on committee.

Sustainability - I am writing a paper for CSSU regarding Ecosia and getting it adopted as a default search engine by the University. I've been working with People & Planet on this We're also having a Citizens Assembly on sustainability which all students are invited to on the 22nd of November.

Responsible Futures

- The University and the Student Union both declared a climate emergency in 2020 and consequently we have been working to embed sustainability in every area of the SU.
- As part of this work, the University in partnership with us has signed up to Responsible Futures which is a sustainability teaching framework developed by NUS's SOS (Student Organising for Sustainability).
- The framework aims to embed sustainability within the University's Learning and Teaching.
- After careful consideration of what targets are needed to achieve the framework, we have established this partnership will not add considerable workload to any SU staff. Goals set out align with the SU's previous and current demands.
- This highlights our commitment and support in working collaboratively with the University to make education more sustainable.
- We would appreciate the Board of Trustees support with this ongoing work.

POSTGRADUATE OFFICER REPORT

Manifesto updates

Working on providing cycles at a discounted rate for all the UoB students by partnering with local shops and various brands to improve fitness as well as reducing the carbon footprint. This has been completed, I still need to work on better promotion to students.

Working on creating Yard Sales for the stuff left by previous year students for everybody at all the city accommodations as well as at the campus. SU organised a sale at the beginning of the academic year, so this has been completed. I am still working with the SU staff to get this organised in the city as well.

Working on organizing more social events in the city rather than doing it just on the university campus for easy accessibility for postgrad as well as undergrad students. A lot of progress has been made by organising PG specific events in the freshers and a recurring PG quiz. A PG Christmas party is also on its way.

PG accommodation: A feedback form has been circulated and the data has been gathered. Analysis of the data is still going on within the SU.

Trips: This has been completed. The SU is organising 6 trips out of Bath, the tickets for these trips are made available on the website.

Top Ten progress

Meeting have been set up with the senior university staff for the top 10. My top 10 is to address supervisory training and the complaints process. Currently I am working with the senior university staff to come up with an effective action plan. This action plan has been sent back with the feedback from the SU. There is a lot of work going on around this top 10. Focus groups have been set up to look at the complaints process, the paper for Eligibility to supervise has been circulated. Doctoral college is also looking at improving communication for Doctoral students.

Other Priority issues and work

PGWT support: Currently working with the university to address the issue of PGWT support which was listed in the surveys.

Postgraduate Engagement: A steering group has been created within the SU to look at different areas of PG Engagement and how this can be improved to create a better environment for PG students.

PGT Peer mentoring: This is a plan for semester two. As of now, the peer support office has recruited new staff and I will work with the staff, Jacob (Education officer) and Meg (Community officer) to create PGT Peer Mentoring program.

PRESIDENT OFFICER REPORT

Manifesto updates

Work with hospitality service to provide a loyalty card for food on campus. So far we have managed to introduce the Totum Card discount in Fresh. As well as making sure that food and drink credit can be used across different outlets.

Calendar of events designed by you. We recently had Diwali and are currently working with ACS night in with the SU with an AfroBeat DJ and Nottinghill Carnival decorations. We are looking to hold more events to celebrate our student body throughout the year and want to encourage student groups or leaders to come forward if they have suggestions!

Hold the University accountable on Equality Commitments – There is a change to the university staff structure, I have been working hard to make sure that EDI remains embedded in all stages from recruitment, strategy and policy. Recently had an Equality Diversity and Inclusion meeting where I raised concerns around tokenistic actions. I am also working with the Access and Participation team to make sure the university stick to the APP commitments, this includes under-represented groups such as student parents and mature students.

Race Equality Charter has been signed - I also sit on the Race Equality Task Force and have been working with the Head of Race Equality and Senior Management on finding a suitable place for a hairdressers on campus for all types of hair.

SU Sustainable reopening – Monthly SU Sustainability meetings, looking at the removal of coffee cups to only have reusable ones, currently looking at the packaging our food is delivered in and removing paper tickets for events.

Dropped the Manifesto point around creating a detailed online exam policy, however, will continue to push to ensure that students are adequately supported in assessments. Reason for dropping this is due to the uncertainty of the future of assessments both due to Curriculum Transformation as well as departments trialling different online assessments.

Top Ten progress

Presented Top Ten to Senior Management, University Council, Council Senate and Students' Union. We have also created a video that will be shared more widely with teams across the university.

International Tuition Fees – Met with the University Lead (Tim Kaner) and discussed different payment possibilities as well as clearer communications around the price difference and price increase structure.

Inclusive Spaces – Accessibility of campus audit is taking place and actions are being completed (Meg is involved directly in this work), we are also looking at non-alcoholic spaces on campus, spaces for student parents, a hairdressers.

Post Covid recovery - As part of this work we are wanting to introduce secret shoppers who will be able to anonymously feedback their experiences that impact the student experience. This is looking at different areas such as study space, queues for microwaves, queues in different food outlets, wifi quality and speed.

Other Priority issues and work

Drink Spiking – Bath Night In Campaign, ran a poll which had a high turn out on which night we should be boycotting. Also met with the Bath BID and venues in town to work together on this as well as with the local police. We are in conversations with the Night Marshals and suicide prevention team in town. Looking to run another campaign soon.

Potential industrial action – Speaking with UCU around the potential industrial actions which is being rumoured. Working with UCU to understand the most effective way to communicate the reasons behind the strikes. We have also been working with NUS on this.

Buses – Attending regular bus meetings, with the university and First buses. There are several concerns around the bus times, which First Buses have said is down to road closures, increased traffic, driver shortage (national issue). First Bus have expressed an interest in coming to do a Q&A session shortly which we are looking into. Sharing the bustime.org webpage that helps with live GPS of the buses.

Local Council – Working with BANES on a variety of different projects. My aim here is to make sure that students are fully embedded into the local councils action plans. I have some more meetings coming up around students being able to stand as candidates in local elections.

Been involved in lots of different stages of recruitment for the Deputy Vice Chancellor, Pro Vice Chancellor Education, Director of Education and Student Services, University Treasurer, A new trustee for the SU. Having discussions around the role of VP Culture and Inclusion.

EDUCATION OFFICER REPORT

Manifesto updates

Universal Reading week: We will be conducting a survey to establish the demand for this. I am working with the Centre for Learning & Teaching on reducing course content.

Expand & Improve PAL & Peer Mentoring: We are working on communicating improvements going on, PAL is significantly more successful this year with the majority/ soon to be all in-person. We will be reaching out to see what departments want PAL and don't have it yet to set them up, with conversations already going on with some.

Online reporting issues software for students to reps: We have gathered feedback from reps and will be scoping out what product suits our needs and how we fund this.

Review Unit Evaluations: Paper has gone to university senior management to conduct a review of what we want from evaluations and how we can fit this need.

International Student Placements: Flagged the issue that employers are preventing hiring international students. Communications to students and employers are improving as a result of this as the university sponsors international students on placements so visas should not be a barrier.

Improving accessibility of campus for disabled students: This has been taken up as Top 10 with the community Officer leading it.

Student involvement in Curriculum Transformation: This is ongoing, I am pushing for more student friendly presentation of this information so students can feedback, especially at phase 3

Top Ten progress

After researching emerging issues that our Top 10 mechanisms offers the only solution to we developed our Top 10. These are items that we work with university senior management to implement and they report to university council on this (highest governing body within the university). I am leading on the Top 10 items below, I have established action plans with the relevant university staff members to enact these, this is going to council.

Personal Tutor Top 10: We are setting up a group to establish gaps in pastoral/non-academic support in the Personal Tutor system and then how we fill these in the short term (eg. Training) and long term (eg. complete restructure similar to Student Experience Officers in the School of Management).

Attainment Gaps Top 10: Creating a centralised academic approach, equipping departments with data and guidance to establish targets they can achieve through action established with students to tackle barriers to attainment.

Other Priority issues and work

Improving IMC process and communications.

Work on Academic Integrity, getting the university to adopt the Integrity Charter to establish a community approach with students and redesigning the integrity training, focussing on groups of students that struggle in this area.

Strike work: We organised a Q&A with members from the trade union UCU, NUS and university senior management (Head of HR and interim Pro-Vice Chancellors Education), set up a webpage outlining the issue and FAQs and I have been discussing the issue with the interim Pro-Vice Chancellors Education to mitigate effects.

Placement fees: I have discussed the need to breakdown what fees go towards for placement students.

Life Sciences merger: I have been involved in the communication and consultation on a proposed merger between Biology & Biochemistry and Pharmacy & Pharmacology.

Recruitment and training of Academic reps.

PURPOSE

To provide the Board of Trustees with an update on the standpoints adopted by Summit.

REPORT

1. Standpoints are formal stances of The SU that are approved by Summit. Summit currently has 33 members made up of representatives and student leaders from across all areas of The SU. Read more about Summit here: https://www.thesubath.com/voice/summit/.
2. Standpoints should be used to guide representatives on what the student opinion is on a range of issues. Each Standpoint can prefaced with 'The SU believes'. Read more about Standpoints here: https://www.thesubath.com/voice/standpoints/.
3. Table 1 shows all Standpoints approved following the 16th November 2021 meeting of Summit (its first meeting). Summit members vote virtually via The SU website after the meeting. Each Standpoint row shows the polling data.
4. Quorum for Summit is two thirds of the membership, therefore the current quoracy number is 22. For each Standpoint voted on in November, there were 23 votes cast. Therefore, all votes met quoracy. The result is calculated by a simple majority (51%+). Therefore, all Standpoints proposals voted on were deemed to be carried.
5. The Board reserves the right to remove any Standpoints they agree to overturn.

Table 1 - Please note: Percentages are rounded so may not always add up to 100% exactly.

Standpoint	Proposer	Polling data
There should be adequate study space capacity on and off campus for all students who desire to use it. This space should cater to students' study needs, from device charging, opening times and the type of space desired (group space, private individual space, etc.).	Education Officer 21-22	**For**: 23 (100%)
The University must be physically accessible to all students.	Community Officer 21-22	**For**: 23 (100%)
All students should have timely access to effective and appropriate support for any difficulties or personal issues they may be facing.	Community Officer 21-22	**For**: 23 (100%)
All students have the right to feel safe on University premises and within the community.	SU President 21-22	**For**: 22 (96%) **Abstain**: 1 (4%)
Students should have access to an affordable, accessible, safe and reliable transport service.	SU President 21-22	**For**: 23 (100%)
The University should provide a range of clean, accessible, safe and fit-for-use sports facilities.	Sport Officer 21-22	**For**: 22 (96%) **Abstain**: 1 (4%)
The University's provision of food and drink facilities should include healthy options and a range of options for students with dietary requirements. This also includes adequate provision of water fountains and microwaves.	Education Officer 21-22	**For**: 23 (100%)
The University should reduce and remove single-use plastic on campus and look for alternatives wherever possible whilst ensuring access needs of students are met.	Activities Officer 21-22	**For**: 19 (83%) **Against**: 2 (9%) **Abstain**: 2 (9%)
The University should use a sustainable search engine as its default browser.	Activities Officer 21-22	**For**: 15 (65%) **Against**: 2 (9%) **Abstain**: 6 (26%)
The University should provide enough affordable University-managed accommodation for all first-year UG students.	Education Officer 21-22	**For**: 22 (96%) **Abstain**: 1 (4%)
First year postgraduate students (Home and International) must have a choice for an on/off campus university managed accommodation.	Postgraduate Officer 21-22	**For**: 19 (83%) **Against**: 2 (9%) **Abstain**: 2 (9%)
The University must provide greater transparency around how tuition fees (for both Home and International students) are calculated and where they go.	Activities Officer 21-22	**For**: 23 (100%)

CONTACT:	Charlie Slack, Head of Student Voice and Engagement	E-Mail: suscas@bath.ac.uk

ACTIVITIES AREA REPORT

Strategy Focus	Area Plan Priorities 2021-22	Start	Exp finish	Progress	Budget
Participation	Increase the rate of male participation within volunteering	09/2021	05/2022	Not Started	None
	Adjust our engagement style/marketing depending on the audience we're aiming to attract	TBC		Started	None
	Increase participation of overseas students for the Departmental and Recreational Societies	TBC	05/2022	Not Started	None
Inspiring change	Trial new Student Group model allowing committees greater responsibility/ownership over their groups	03/2021	01/2022	On track	None
	Ensure student leaders training meets the needs of the roles and identify real life experience opportunities	05/2021	05/2022	On track	None
	Introduce the updated Be the Change training from the University to student leaders and captains. Set up an annual training programme using Beyond Equality who specifically target sports groups	07/2021	05/2022	On track	Yes (membership)
Growing communities	**Ensure that new spaces *(Edge/Dartmouth)* are capitalised on**	05/2021	11/2021	Started	None
	Review student group bookings to ensure fairer access across all participation levels	TBC		Not Started	None
	Reaffirm the Edge as a student environment in which communities can grow	05/2021	05/2022	Started	None
	Review how the area supports Top Ten/Uni strategies/Officer manifestos/National initiatives	07/2021	10/2021	Started	None
Income generation	Identify new ways to generate more income without increasing membership fees for students	08/2021	05/2022	Not Started	None
Health & Wellness	Review Students Sports Offer to ensure it meets the needs of the students and the offer is sustainable	11/2021	07/2022	Not Started	None
	Improve the wellbeing aspect of the arts offer	05/2021	10/2022	Started	None
	Develop ways that activities can help tackle loneliness on campus	07/2021	05/2022	Not Started	None

UPDATE *(related to those highlighted in bold above)*
- Societies area plan highlights how the area can increase **participation** of international students into the 'non- cultural' societies - we can now work with the new Voice Coordinator as part of their remit is to look at international student engagement activities.
- Lloyd's banking group have decided to cease their Scholar scheme, so the existing Scholars will continue to be supported by the volunteer team until the majority of the cohort graduate in 22/23
- **Student Leaders training** is now online with the majority of Chairs and Treasurers completing the sessions. This hasn't been ideal as would have been better to deliver this training face to face, however covid restrictions meant that it was not feasible to train vast numbers of leaders in a face to face environment. A whole day conference is being planned for April next year for the newly elected leaders 22/23

- We are starting to see an increase in usage of both **The Edge and Dartmouth** by a broad range of student groups, including, Arts, Diversity & Support, Ethical & Political, Faith & Cultural, Media, Sports and Volunteering. Between 1st Sept and 22nd Nov, the Edge has hosted 11 theater shows, with audience numbers reaching 1252. Within Dartmouth and between 4th – 31st Oct, 107 sessions were held by student groups with 1042 students accessing bookable spaces and The Lounge during October.
- Discussions have begun around the **Wellbeing aspect of the arts offer,** Alex Clark, Arts Development Manager is linking up with student services to explore a Prescription to Arts offer and what structure is needed to deliver it.
- Arts Development manager presented the Arts action plan to the Student Experience Oversight Group

Good news stories:
- The SU Bath won the category of 'People's Services' at the Bath Life Awards
- Masquerade Ball sold out in about an hour- we will need to look at funding for a bigger venue for next year as the ball is now open to all SU Groups apart from sports.
- The Society Coordinator left in August and a new replacement started on the 15th November
- A part time Volunteer Coordinator started in September. Part of their role is to research how volunteering can target opportunities that support the areas of **wellbeing** and **sustainability**, as well as networking with other SU, University and external organisations in working collaboratively on those topics. We now have a full Society and Volunteer team meaning the area can concentrate on the development of actions highlighted throughout the annual plans
- SU Sport has recruited replacement for the Sport Coordinator position, Joanne Mansfield will be joining the team from 13th December.

| **CONTACT:** | Polly Hawker *(Head of Activities)* | E-Mail: adsph@bath.ac.uk |
| | Anna Boneham *(Volunteering and Societies Manager)* | E-Mail: susao@bath.ac.uk |

MARKETING AREA REPORT

Strategy Focus	Area Plan Priorities 2021-22	Start	Exp finish	Progress	Budget
Communications	Adapt how we use MS Teams and sign up to Hootsuite to allow us to plan ahead and schedule as well as providing us with valuable insights.	Oct 21	Dec 21	Not Started	TBC
	==Work with student designers or more freelancers to diversify the type of marketing materials we produce so it's not the same per campaign.==	July 21	Ongoing	On track	Within existing
	Enhance our e-newsletters using an external tool. Allowing us to segment and also produce newsletters much faster and in a more visually appealing way with far greater insights that we have now.	Oct 21	Ongoing	Not started.	Within existing
	Create a template for monthly reporting on website use and social media stats.	Sept 21	Ongoing	On Track	None
Branding	Revisit the brand guidelines and make changes in line with cause and work out what isn't work.	Dec 21	Feb 22	Not started	Within exisiting
	Plan training for both staff and students which is easier to use and understand.	July 21	Dec 21	Slightly behind	None
	Go through the Website to ensure consistency in tone of voice, style of imagery as well as any artwork used is in line with brand guidelines	July 21	Ongoing	On track	None
	Run focus groups to gain an understanding of students are finding our brand work and tone of voice to see if what we are doing is working and to get opinions on new brand work for our new spaces.	Dec 21	Feb 22	Not started	TBC
	==Link up with the spaces project team to explore all avenues of branding across all our physical spaces.==	July 21	Feb 22	Ongoing	TBC
Income generation	==To get students back into the Plug and The Tub.==	July 21	Dec 21	On track	None
	==To introduce students to our other new physical spaces.==				
	Sales Co-ordinator to work with whole Marketing team to look at opportunities for expanding our digital advertising potential.	Oct 21	Ongoing	Not started	None
	==Plan for both a physical and virtual Freshers' Fair.==	July 21	Oct 21	ongoing	None
	==Look at other routes of funding.==	July 21	Ongoing	On track	None
	Expand the Jobs media pack. Host a jobs fair whenever possible.	Oct 21	April 22	On track	None
Training & Development	Create an induction pack for all new staff	Dec 21	April 22	Not started	None
	Re-evaluate our current student training packages	July 21	Oct 21	On track	None
	Introduce one off training sessions / lunchtime learning on marketing skills.	Nov 21	Ongoing	Not started	None
	Develop SU Officer Training and continuous plan of support.	June 21	Ongoing	On track	None

UPDATE *(related to those highlighted in bold above)*
- Have new designers working on video content and have built up our portfolio of designers.

- Have installed artwork down at Dartmouth and adding artwork within the Edge. Starting to look at directional signage. Working with a designer to create a set of artwork styles for The Edge. Looking at what we can add to enhance the spaces section of our website and make bookings more accessible to all.
- Have been working with Bars to promote all aspects of the plug and Tub. Have relaunched the Plug Instagram and have students regularly attending events to get content. Regular events are doing well.
- Held a really successful Freshers' Fair, had fantastic feedback from clients who actually enjoyed things being more spaced out. Had more enriching conversations. Sales were not as high as usual but since Freshers' we have had more stall bookings.
- Have introduced a regular farmers market which has started slow, clients can't seem to commit to weekly but we're starting to build this up. Our Street food markets have been really successful, with happy clients and students.

CONTACT:	Helen Webb *(Marketing & Communications Manager)*	E-Mail: hf219@bath.ac.uk

COMMERCIAL AREA REPORT

Strategy Focus	Area Plan Priorities 2021-22	Start	Exp finish	Progress	Budget
Increasing potential revenue	**Investigate new ways to generate revenue**	**June 2021**	**ongoing**	**Ongoing**	**TCB**
	Ensure sustained appeal of existing revenue generation	Sept 2021	Ongoing	Budget being hit	Bars yearly
	Examine success of existing calendar of events and ensure popularity	**June 2021**	**Sept 2021**	**ongoing**	**On target**
	Overview of use of Plug, Tub, Levels 2 and 3 of student centre	**June 2021**	**Ongoing**	**Back to pre pandemic**	
	Ensure the bar remains a well-known destination for students for events and casual use	June 2021	Ongoing	Going well	Yes agreed.
	Establish Student Events team to engage with the planning, promotion and running of our events	Sept 2021	Ongoing	Have 10 student staff	
Ensuring high footfall	Re-evaluate use of current spaces to ensure best purpose.	June 2021			
	Take every opportunity to direct students through bar for activities	**Sept 2021**	**Oct 2021**	**Done**	
	Examine marketing opportunities including photos and videos used. Ensure space across student centre				
Sustainability	**Reduce amount of single use plastic**	**Sept 2021**	**Sept 2021**	**Done**	
	Encourage and promote recycling among visitors	Sept 2021	Sept 2021	Done	
	Re-examine kitchen menu to ensure popularity and profit margins but also sustainability.	Sept 2021	Ongoing	Sem 1 done	
Development of the core security team	NeverOK, Diversity, and SU Policy training delivered to be delivered security	Sept 2021	Ongoing	Started with ones we have in place	
	Core and new security staff to have an easy to follow framework for decision making	Sept 2021	Ongoing	Under review	
	Focus staff on customer wellbeing, welcome, and safety. Reconsider staff uniform	Sept 2021	Continued staff training	Continued staff training	
	Represent the highest standard of security in terms of diversity, welfare, and safety in Bath.	Sept 2021	Ongoing	Continued staff training	

UPDATE *(related to those highlighted in bold above)*

- Looking into merchandise to launch in refresh week. This would be through third party ecommerce website linking to our own. Sustainability and price points in considerations.
- Very pleased with attendance of our events this semester. Unfortunately, our external Saturday promotors has been suffering from low attendance. We have been working with them to boost numbers as it effects our bar takings. Christmas party season should help but we're keeping a regular close eye on things with a mind to changing next semester.
- Footfall in the building is back up to pre pandemic volumes. Lots of use of tables for study space.
- Freshers week we used the building as a hub to collect things like wristbands etc to ensure people got to see where we are.
- No longer using single use plastics on club nights. We have also stopped using single use coffee cups. Looking at other ways to be more sustainable.
- Great start to the year income wise. Good take up on FW20 which was great to be able to do.

CONTACT:	Mike Dalton *(Head of Commercials)*	E-Mail: susmjd@bath.ac.uk

PEER SUPPORT AREA REPORT

Strategy Focus	Area Plan Priorities 2021-22	Started	Exp finish	Progress	Budget
Growing Community – Community	**Help University departments create a sense of community through Peer Mentoring and Peer Assisted Learning (PAL) activities.**	03/21	05/22	On track	TBC
	Develop new and existing PG schemes to build postgraduate communities	04/21	05/22	Started	None
	Develop relationships with University staff leading peer support schemes	06/21	05/22	Started	None
	Create skills-based communities through Skills Training sessions	06/21	05/22	Not Started	TBC
	Build community across the Peer Support department	10/21	05/22	Not Started	TBC
Inspiring Change – Student Leader Training	To create and develop online modules *(Health & Safety, Finance, Wellbeing, etc)*	09/19		On track	£10k
	To develop core training for student leaders	03/21	12/21	Started	TBC
	To create a monitoring process to quickly identify students/groups who need to complete core training.	08/21	12/21	Started	None
	To implement Student Leader Development Programme to create additional training opportunities.	02/21	05/22	On track	None
	To provide opportunities for student leaders to reflect on skills developed	08/21	05/22	Not Started	None
Growing Community - Peer led training programme	**Encourage student trainers to be creative in the sessions they create, both topics and activities within sessions.**	06/21	05/22	Not Started	TBC
	Develop trainers' facilitation skills to be able to facilitate activities within session.	06/21	05/22	Not Started	TBC
	Create skills-based communities through Skills Training sessions	06/21	05/22	Not Started	TBC
	Develop programme of cookery classes held online with ISA to help students showcase cuisines and culture.	10/21	05/22	Not Started	TBC
	Develop the SU presence on MySkills, including use for student leader training.	09/20	12/21	On track	None
Growing Community - Volunteers Development	Maintain regular communication with all volunteers during the year, utilising different platforms	06/21	05/22	Not Started	None
	Build community within and across schemes through regular drop-in opportunities.	06/21	05/22	Not Started	TBC
	Effectively measure volunteer experience, including volunteer community	06/21	05/22	Not Started	TBC
	Roll out new rewards and recognition opportunities across all schemes.	06/21	05/22	Not Started	TBC
	Journey of progression for volunteers	06/21	05/22	Not Started	None
Participation - Widening Participation *(WP)* Students	**Assess how many WP students volunteer and receive support in each scheme**	06/21	05/22	Started	None
	Understand impact of peer support on WP students	04/21	05/22	Started	TBC
	Restart Foreign Language PAL for Sept 2021, as this scheme supports a significant number of WP students.	10/21	05/22	On Track	None
	Develop Gold and Lloyds Scholars mentoring schemes to better support new Scholars.	07/21	05/22	Not Started	None

UPDATE *(related to those highlighted in bold above)*

- PAL sessions have proved increasingly popular so far this year with the move back to in person sessions for most. We have already had more individual students attend a PAL session in the first three weeks of the year than in the whole of 2020-21. During the first 7 weeks of the year, 669 students have attended a PAL session, with 1456 attendances registered. This is compared with 523 students attending a PAL session last year with 1514 attendances registered. PAL Leaders have been focusing on interactive group activities to get students working together and building a sense of community.
- New mentoring schemes for School of Management PhD students and DBA students have been launched this semester, with a particular focus on building communities within these cohorts.
- A new structure of Student Leader training has been put in place to clearly outline staff responsibilities in developing and delivering core training and setting targets for completion of core training. We will be working with Activities and Voice to implement these changes this year, ready for the next cohort of student leaders.
- Student trainers have delivered successful sessions on Upcycling and Cookery so far this year, demonstrating that thinking outside the box with regards to session ideas engage more students with peer-led training.
- Networking events, PAL sessions, student leader training and skills training sessions have all been advertised on MySkills this academic year, with 416 session bookings and 1664 session views made across 20 events in September and October 2021. This is up from 56 session bookings and 278 session views across 6 events in the same period last year, growing the SU's presence on the platform massively.
- We have been able to report on the numbers of volunteers and PAL attendees who are home BAME, disabled and mature, starting to assess the engagement of WP students more effectively in our schemes.
- Foreign Language PAL (renamed Language PAL for this year) started officially on 28th October, with 8 sessions a week scheduled.

| **CONTACT:** | Sam Cook *(Peer Support Manager)* | E-Mail: sjc216@bath.ac.uk |

ADVICE & SUPPORT AREA REPORT

Strategy Focus	Area Plan Priorities 2021-22	Started	Exp finish	Progress	Budget
Participation & Impact Monitoring	**1. Increase the effectiveness & efficiency of the service to deliver quality advice & reach further students.**	Sept 20		On track	None
	2. Finalise quantitative data capture processes and reporting needs	Jan 21	Dec 21	On track	None
	3. Increase knowledge sharing processes and information that enhance Advice & representation outputs.	Aug 21		Started	None
	Improve standardisation of approach to casework, from initial advice through to recording systems.	Sept 20		On track	None
	Clarity on service provisions and the Advisor role for students and staff.	Sept 20	Dec 21	Started	None
	Increase engagement with harder to reach students e.g. PGs and improve data capture of this.	Sept 20		On track	None
Communications & Marketing	Deliver an annual communications plan to incorporate different cohort and advice issues.	Aug 21	Oct 21	Behind	None
	4. To have student friendly up-to-date webpage to help students understand processes and issues further.	Sept 20	Sept 22	Behind	None
Training Student Leaders	**5. Students/student leaders to feel they have an enhanced ability to support their own and each other's wellbeing.**	Sept 20		On track	None
	To make student support groups more visible and increase engagement from students/staff	Sept 20		On track	None
	Help Voice develop D&S Exec to have a clarified and effective purpose that benefits the students they represent	Jan 21		On track	None
Student Voice	To utilise Advice and SU data further to inform our feedback and interventions, including representation.	Jun 21		Started	None
	6. To enhance links with Officers and SU departments to ensure students priority needs are championed by them.	Sept 20		On track	None
	To enhance contributions to, presence at and actions completed within working groups.	Sept 20		On track	None
	To work with the University to develop knowledge and signposting awareness for students and staff to all types of student wellbeing services at UOB and in the community.	Sept 20		On track	None

UPDATE
1. Our new appointment system has increased in-person meetings from **3%** to **20%** of cases compared to the first 6 weeks of the academic year in 2020. The number of available appointments is exceeding demand (on average **54%** of available appointments are requested each week) allowing us to see urgent cases (drop-ins from distressed students) usually immediately or within 30minutes. All non-urgent requests for advice are being met by email (average response time = 11 hours including non-office hours overnight).
2. We've rewritten the Advice survey to measure the impact our service has on student's confidence, ability to cope & to make a change for themselves. Feedback will be reviewed every 8 weeks & used to reach under-represented students, including PGRs. Quantitative trends in casework since 2018 will be reported to the SU Deputy Chief Exec, Voice & appropriate Officers every 2 weeks.

3. We've created a SharePoint site to improve our effectiveness at sharing information within the Team & keeping up-to-date with updates from the SU, University & external best practice. An Advisor recently wrote a post about the South West Black History Month Conference 2021 & reflections for our service.
4. We've started to rewrite our webpages & create resources using a more engaging SU tone & condensing long text into shorter key messages (e.g. Academic Appeals & Reviews webpage & a toolkit for coping with industrial action).
5. Drawing on their background in professional counselling, an Advisor has co-designed a new programme with the Nightline Wellbeing Officer to increase SU support for approx. **75 Nightline volunteers** (who provide peer support to around **875 students p.a.**).
6. We've connected the Student Minds Committee to the SU Community, Education & Sports Officers to develop their ideas & create new initiatives increasing mental health support for male students, personal tutors & sports groups respectively.

| **CONTACT:** | Helen Cunnold *(Advice & Support Manager)* | E-Mail: hec55@bath.ac.uk |

STUDENT VOICE AREA REPORT

Strategy Focus	Area Plan Priorities 2021-22	Started	Exp finish	Progress	Budget
Inspiring change - Academic Representative Review/ Student Voice Framework	Undertake a University-wide review of the Academic Representative system with involvement from students, academic and professional service stakeholders and present findings and recommendations to Senate	01/21	06/21	Completed	None
	Redevelopment and delivery of Student Advisory Panels to facilitate student engagement on issues emerging within university departments, particularly professional services.	07/21	10/21	Completed	Yes
	Realign elections timetable to undertake elections for returning students at the end of the academic year 21/22		06/22	Not started	Yes
	Working with departments to expediate meeting minute approval to create a quarterly Student Voice report on emerging issues to be circulated to student and key staff stakeholders	07/21		In progress	Yes
	Redesign training and induction for academic representatives to provide effective skills development and knowledge sharing.	07/21	10/21	In progress	Yes
	Redevelop the role of Faculty Forums to enable participation by other relevant student leaders	08/21		In progress	Yes
	Development of KPIs and benchmarking tool for departmental staff/students to use to self-assess student engagement performance			Not Started	None
	Scoping of additional responsibilities within role of Academic Reps through development of additional competencies			Not started	None
	Roles of students within student engagement activities articulated and agreed	12/20	04/21	Completed	None
	Data and research repository to be created across University with SU input	07/21		In progress	None
Growing Communities- Departmental Communities	Creation of Departmental Communities of SU student leaders; Academic Representatives, Peer Mentors, PAL leaders, Departmental Societies through Teams	06/21		In progress	None
	Redesigned Faculty Forums to ensure effective overview of student experience issues raised with Associate Dean and Faculty Reps	08/21		In progress	Yes
Inspiring change - Standpoints	Research and develop a mechanism to enable the SU to have a formal stance on political and topical issues and submit to Board of Trustees for approval	01/21	06/21	Completed	None
	Develop online guidance on submitting a standpoint and how the process is formal agreed or rejected, plus information on current standpoints and how standpoints are used	06/21	09/21	Completed	None
Inspiring change - Ideas to Action	Develop online interface to allow students to submit Ideas to Action proposals through SU website	06/21	09/21	Completed	None
	Agree process of triaging issues submitted to ensure timely action and response is provided to proposer	06/21	09/21	Completed	None
	Identify opportunities to promote the Ideas to Action and standpoints mechanisms so students are aware of how they can make a change		12/21	In progress	None
Inspiring change - SUmmit	Agree the SUmmit Terms of Reference through Board of Trustees	01/21	06/21	Completed	None
	Identify processes for the election and selection of attendee and associated training and support from staff roles, coordination and delivery of effective meetings	06/21	11/21	Completed	Yes
	Working with Officers to create routine reports on activity in response to standpoints and other emerging issues	08/21	11/21	Completed	None
Growing communities- Citizens Assembly	Undertake 2 events during the year to gather collective intelligence from the student community on core issues and SU activity	08/21		In progress	Yes

UPDATE
• Further work on reviewing the roles of students in student engagement activities is due to be further reviewed as part of the University Student Voice Framework to investigate the role of paid 'co-creators' in professional services. This aligns with ongoing work to look at how to better support SU officers to engage in meaningful interaction with students within their role, an activity many officers are finding increasingly difficult to undertake with meeting pressures.
• The additional activities within this section have been designated as activities for the University Student Voice Framework Group to address in semester 2
• Work around Departmental Communities has been minimised due to workload levels within the team.
• The first Summit was held on 16/11/21. Discussion is underway on how the processes can be further streamlined to gain the most value from future meetings, which are due to be held in person.
• The first Citizens Assembly was held on 22nd November on the theme of Sustainability

CONTACT:	Charlie Slack *(Head of Student Voice & Engagement)*	E-Mail: suscas@bath.ac.uk