

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

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

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

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

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