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| Meeting:              | <b>Leadership Committee</b>   |  |   |
| Location:             | <b>Microsoft Teams Meeting</b>  |  |   |
| Date & Time:          | <b>Wednesday 16 March at 9.30am</b>   |  |   |
| <b>Present:</b>       |   |  |   |
| Siddharth Singh       | Postgraduate Officer  |  |   |
| Elizabeth Stacey      | Sport Officer   |  |   |
| Annie Willingham      | President   |  |   |
| Jacob Withington      | Education Officer   |  |   |
| Zoe Paumelle          | Activities Officer ( <i>Chair</i> )   |  |   |
| <b>In attendance:</b> |   |  |   |
| Mandy Wilson-Garner   | Deputy Chief Executive  |  |   |
| Polly Hawker          | Head of Activities  |  |   |
| Helen McHenry         | Head of Finance   |  |   |
| Sam Cook              | Peer Support Manager ( <i>Secretary</i> )   |  |   |
| Item                  |   |  |   |
| 1.                    | <b>Apologies for absence</b>  |  |   |
|                       | <b>Name</b>   | <b>Reason</b>  | <b>Accepted</b>   |
|                       | Nicky Passmore  | Sick   | Yes   |
|                       | Meg Crossman  | In another meeting   | Yes   |
|                       | Charlie Slack   | Sick   | Yes   |
|                       |   |  |   |
| 2.                    | <b>Notice of any other business</b>   |  |   |
|                       | No items were identified for discussion under any other business.                       |  |   |
| 3.                    | <b>Declaration of conflict of interest</b>  |  |   |
|                       | No one present had any conflict of interest to raise relating to any items of business. |  |   |
| 4.                    | <b>Minutes of the previous meeting and matters arising</b>                              |  |   |
|                       | <b>Item</b>   | <b>Action</b>  | <b>Action Owner</b>   |
|                       | 4   | To develop separate process for one-off event associate membership.  | PH  |
|                       | 5   | MWG to get final approval from trustees for updated policy outside of next meeting. SC can upload finalised policy to the website.                             | MWG   |
|                       | 6   | PH to review health and safety training and how we monitor completion of manual handling training.   | PH  |
|                       | 7   | ZP to work with Chair of People and Planet and Suzanne Snook to submit a funding bid to Student Change Projects, with the next meeting tomorrow (17 February). | ZP  |
|                       | 7   | PH to liaise with HM regarding costs required for Sustainability for the rest of the year and next academic year, to be included in annual planning.           | PH  |
|                       | 8   | PH to chair a new, temporary group comprising Mark Whelan, Suzanne Snook   | PH  |
|                       |   |  | <b>Exp Finish</b>   |
|                       |   |  | Summer 2022   |
|                       |   |  | Complete  |
|                       |   |  | Summer 2022   |
|                       |   |  | Was not able to submit in time. Event is changing to suit timeline. |
|                       |   |  | In progress   |
|                       |   |  | March 2022  |

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|   |   | and Helen Webb to discuss Health and Safety concerns.   |    |             |
|   | 9   | CS to work with new Governance Coordinator to investigate a process for students to propose changes to policies and procedures. | CS | Summer 2022 |
|   | 10  | PH to investigate our procedures around expelled students with the new Governance Coordinator.                                  | PH | Summer 2022 |
|   |   |   |    |             |
| <p>The Committee received and approved minutes of the previous meeting.</p> <p>AW raised that lots of actions went to PH last time. This is due to staff vacancies where these roles would normally pick them up.</p> |   |   |    |             |
| 5.  | <p><b>Student Trustee Recruitment</b></p> <p>The current student trustee has been elected as President and therefore we will need to two new student trustees soon. To consider targeted recruitment of trustees to increase student diversity on the board. SS recommended an International Student would be good. JW raised that there is little racial diversity at the moment. ZP recommended a postgraduate student.</p> <p><b>MWG to speak to Greg Noakes and bring ES, JW and AW together to discuss trustee recruitment. Group to plan a new student trustee recruitment timeline.</b></p>  |   |    |             |
| 6.  | <p><b>Finances</b></p> <p>Delays to finalising budgets until we have confirmation of block grant. HM has confirmed that we have received the full block grant request, including pay inflation. The target from the trustees was to get a small surplus, which looks like it has been successful. Longer-term, we will need to secure more surplus to rebuild our reserves.</p> <p>We are still currently in surplus for this year due to a successful semester 1, but latest numbers don't reflect drop in commercial income this semester. We are on target for a break even.</p> <p>MWG praised HM for a very successful negotiation this year.</p> <p>JW asked if there were concerns around the decrease in commercial income. If we lose ticket sales for Score, we may lose £60k income from our annual budget. We are very reliant on the University to break even and may need to consider our core services. MWG raised that we now hold regular commercial/marketing meetings to monitor progress. We will also need to take learnings from this year into forward planning for future semester 2s.</p> <p>Cost of living will also impact our spending. Some costs are covered by the University but inflation around wages, fuel, etc will hit us hard. The University expect utilities will increase by 30%. They are mapping who is using energy and when. This will also be used in climate work - People and Planet may be protesting the University's lack of action.</p> |   |    |             |
| 7.  | <p><b>Complaints/Disciplinaries</b></p>   |   |    |             |
| 8.  | <p><b>Top Ten Update</b></p> <ul style="list-style-type: none"> <li>No recent progress on sustainability – some stuff coming up in the summer.</li> <li>ZP and JW reviewed online content around international tuition fees.</li> </ul>   |   |    |             |

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|  | <ul style="list-style-type: none"> <li>• HM raised from Finance that the university will be focusing on increasing international student numbers to increase income.</li> <li>• SS and Helen Cunnold are in a Task and Finish group looking at communication and progress report problems, that is going very well. Getting mandatory training is tricky and SS is meeting CS and Ryan Lucas to discuss plans of action.</li> <li>• University is looking at a third party involved in SULIS club. There is a potential that the third party could lead to students having to train elsewhere. Progress on redevelopments is going well though.</li> <li>• Chair of Council is having a tour of SULIS next week.</li> <li>• JW is part of personal tutoring, which also includes Student Minds. Actions are starting to come out of this.</li> <li>• No clear progress on attainment gap. Julian is keen for progress but may need to be next year.</li> <li>• University are creating an international students hub, may need to connect with International Relations Office to avoid duplication of work.</li> <li>• Plans are coming together for a garden of reflection.</li> <li>• University are looking at wifi usage across campus to assess where study spaces are.</li> <li>• Several bits of work are stuck with Jane Loveys.</li> <li>• Work on drug harm reduction is ongoing. Internal meetings are set up as well as some regional meetings to discuss this.</li> </ul> |
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| 9. | <p><b>Heads of Departments business</b></p> <p><b>Anna Boneham will be updating the Groups Policy and sending round to Leadership for approval. This will go on the SU website once approved.</b></p> |
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**The meeting ended at**

| Item | Action   | Action Owner | Exp Finish  |
|------|--|--------------|-------------|
| 4    | To develop separate process for one-off event associate membership.  | PH           | Summer 2022 |
| 4    | PH to review health and safety training and how we monitor completion of manual handling training.   | PH           | Summer 2022 |
| 4    | PH to liaise with HM regarding costs required for Sustainability for the rest of the year and next academic year, to be included in annual planning.   | PH           | In progress |
| 4    | PH to chair a new, temporary group comprising Mark Whelan, Suzanne Snook and Helen Webb to discuss Health and Safety concerns.                         | PH           | March 2022  |
| 4    | CS to work with new Governance Coordinator to investigate a process for students to propose changes to policies and procedures.                        | CS           | Summer 2022 |
| 4    | PH to investigate our procedures around expelled students with the new Governance Coordinator.   | PH           | Summer 2022 |
| 5    | MWG to speak to Greg Noakes and bring ES, JW and AW together to discuss trustee recruitment. Group to plan a new student trustee recruitment timeline. | MWG          | April 2022  |
| 9    | Anna Boneham will be updating the Groups Policy and sending round to Leadership for approval. SC to upload to SU website once ready.                   | SC           | April 2022  |
|      |  |              |             |