

Committee:	<b>Leadership Committee</b>
Location:	<b>President's Office</b>
Date & Time:	<b>Tuesday 11 September 2018 at 10.30 a.m</b>

<b>Present:</b>	
Andrew McLaughlin	Chief Executive (Chair)
Jiani Zhou	Postgraduate Officer
Kimberley Pickett-McAtackney	Sport Officer
Jack Kitchen	Education Officer

<b>In attendance:</b>	
Gregory Noakes	Governance & Executive Support Manager (Clerk)
Mandy Wilson-Garner	Deputy Chief Executive

### 1. Apologies for absence

Name	Reason	Accepted
Alisha Lobo	BBC Inside Out West interview	Yes
Eve Alcock	BBC Inside Out West interview	Yes
Andy Galloway	Bystander training	Yes

### 2. Notice of any other business

The following item was identified for discussion under any other business:

- 1) Annual report

### 3. Declaration of conflict of interest

No Committee member declared any conflict of interest in any item on the agenda.

### 4. Minutes of the previous meetings

The minutes of the previous meeting were approved and signed by the chair.

### 5. Matters arising from previous meeting

Item number		
4	Action	Amend the Terms of References for the Operations Sub-committee and Leadership committee for presenting at the next Leadership committee meeting.
	Outcome	To be discussed later in the meeting under item 6.

### 6. Terms of Reference

The committee discussed the Terms of References for the Operations sub-committee and the Leadership committee. They agreed for both Terms of References that the Chief Executive should not be allowed to be chair.

They discussed whether the Deputy Chief Executive should be included within the membership section of the Terms of Reference and agreed that they should not be a member but should be invited to attend meetings.

**ACTION: Governance & Executive Support Manager to amend the Terms of References for the Operations Sub-committee and Leadership committee.**

The committee discussed the timing of meetings and agreed that they would prefer for the two meetings not to be back to back.

**ACTION: Governance & Executive Support Manager to change the meeting day and times for future Leadership committee meetings.**

**7. Project Management**

There were currently no projects to consider or receive updates on.

**8. Review of the Strategic Plan**

**ACTION: Update on the strategic plan to be prepared for the next meeting.**

**9. Minutes of Sub-committee meetings**

The committee received the minutes of the Operations sub-committee and Events sub-committee meetings.

**10. Any other business**

The following item had been previously identified for discussion:

**1) Annual report**

The Chief Executive explained the annual report to the committee and asked members to email back comments before next Thursday.

**ACTION: Officers to provide feedback to the Chief Executive on the annual report via email by next Thursday.**

The committee discussed the Board of Trustees report and plans to create a template that staff and officers could feed into termly.

**ACTION: Governance & Executive Support Manager to complete the Board of Trustees report template and email round for input before the next Board meeting.**

The meeting ended at 11.20am.

Item number	Action	Responsibility
6	Amend the Terms of References for the Operations Sub-committee and Leadership committee.	Governance & Executive Support Manager
6		

	Change the meeting day and times for future Leadership committee meetings.	Governance & Executive Support Manager
8	Update on the strategic plan to be prepared for the next meeting.	Governance & Executive Support Manager, Deputy Chief Executive, Chief Executive
10	Provide feedback to the Chief Executive on the annual report via email by next Thursday.	Officers
10	Complete the Board of Trustees report template and email round for input before the next Board meeting.	Governance & Executive Support Manager

