

Meeting:	Leadership Committee		
Location:	1 East Meeting Room 3.20		
Date & Time:	Wednesday 07 November 2018 at 9.00am		
Present:			
Jack Kitchen	Education Officer (Chair)		
Jiani Zhou	Postgraduate Officer		
Alisha Lobo	Community Officer		
Kimberley Pickett-McAtackney	Activities Officer		
Andy Galloway	Sport Officer		
Eve Alcock	President		
In attendance:			
Gregory Noakes	Governance & Executive Support Manager (Clerk)		
Mandy Wilson-Garner	Deputy Chief Executive		
Item			
1.	Apologies for absence		
	Name	Reason	Accepted
	Andrew McLaughlin	QSU Derby	Yes
2.	Notice of any other business		
	No items were identified for discussion under any other business.		
3.	Declaration of conflict of interest		
	No committee members declared a conflict of interest in any item on the agenda.		
	Committee members were reminded to declare any conflict of interest if it arose during the course of the meeting.		
4.	Minutes of previous meeting		
	The minutes of the previous meeting were approved and signed by the chair.		
5.	Matters arising from previous meeting		
	ACTION: Email the PowerPoint and link to the database round to committee members.		
	OUTCOME: Still to action.		
	ACTION: Data Insight and Marketing Project to be discussed further at the next meeting.		
	OUTCOME: See item 6.		
6.	Project Management		
	The committee received an update on ongoing projects.		
	The committee considered the following projects for approval:		
	1) Data Insight and Marketing Project		

The Chair read out an update received from the Chief Executive that explained that the reason that the contract was a fixed term time contract was because it was expected that the work would naturally occur during the term time.

The committee discussed the project and raised the following points:

How does this project fit in with the long term strategy and direction of the Student Union (SU)?
 What will happen with the project when the contract ends?
 How will this data be used by The SU?
 What difference has the data made so far?
 Will this person be advising staff on how to use the data gathered?
 How will the success of the project be measured? What are the success indicators?
 Will other staff need the person to work in August?
 Why is the role only 25 hours a week? Is this enough time to carry out this work?
 Where will the person be based in the office? Is there enough room for them to be accommodated in the Marketing Office?

The committee agreed that another meeting should be arranged as soon as possible to discuss these questions with the Chief Executive. The committee would then make a decision on the matter.

7. **Minutes of sub-committee meetings**

The committee received the minutes of the following sub-committee meetings:

Operations Committee **2018-09-11**
 Operations Committee **2018-09-18**
 Operations Committee **2018-09-25**
 Operations Committee **2018-10-02**
 Events Committee **2018-10-02**

8. **Any other business**

No items had been previously identified for discussion.

The meeting ended at 9.45 am.

Item number	Action
5	Email the PowerPoint and link to the database round to committee members.