

BOARD OF TRUSTEES REPORTS – 30/03/23

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Actions arising from previous meetings	Action Owner	Started	Expected finish	Progress/update
A backdated report on complaints and disciplinaries to be taken to the next Board of Trustees meeting.	Governance Administrator	15/12/22	30/03/23	Included in the reports for March Board
To amend the DRO specification to cover positions rather than named individuals.	Governance Administrator	15/12/22	02/03/2023	
A revised Terms of Reference will be sent to Board of Trustee members for approval.	Governance Administrator	15/12/22	30/03/23	
President and Chief Executive to discuss the stance of the SU in terms of potential contractual and organisational structure.	President and Chief Executive	15/12/22	30/03/23	
A review of the area report format to see if the reports can be made clearer and better highlight areas of note.	Governance Administrator	15/12/22	30/03/23	
For the SU to look into what data we receive from the University and identify how this could be cross referenced to demonstrate the effectiveness of the SU's activities	President	15/12/22	30/03/23	

Decisions made without a meeting

Approval of Bernie Morely and Rebecca Board as new trustee members.

CONTACT: Beki Self	E-Mail: ras232@bath.ac.uk
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Meeting:	Board of Trustee	
Location:	1 East SU Meeting Room and online via Microsoft Teams	
Date & Time:	15/12/2022 10.30	
Present:		
<i>Name</i>		<i>Role</i>
Alexander Robinson	AR	Chair of Board of Trustees and SU President
Jordan Kenny	JKe	Vice Chair of Board of Trustees and Independent Trustee
Marian McNeir	MM	Independent Trustee
Barry Hughes	BH	Independent Trustee
Matthew Houghton	MH	Independent Trustee
Elizabeth Stacey	ES	Sport Officer
Julia Kildyushova	JKi	Education Officer
Jura Neverauskaite	JN	Postgraduate Officer
Viktor Toshev	VT	Activities Officer
In Attendance:		
<i>Name</i>		<i>Role</i>
Charlie Slack (Item 14)	CS	Interim Deputy Chief Executive

Item																												
1.	<p>Apologies for absence</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Reason</th> <th>Accepted</th> </tr> </thead> <tbody> <tr> <td>Blake Walker</td> <td>Work Commitments</td> <td>Yes</td> </tr> <tr> <td>Kate Aldridge</td> <td>Illness</td> <td>Yes</td> </tr> <tr> <td>Anand Aggarwal</td> <td>Illness</td> <td>Yes</td> </tr> <tr> <td>Beki Self</td> <td>Illness</td> <td>Yes</td> </tr> <tr> <td>Mandy Wilson-Garner</td> <td>Illness</td> <td>Yes</td> </tr> <tr> <td>Nicky Passmore</td> <td>Illness</td> <td>Yes</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name	Reason	Accepted	Blake Walker	Work Commitments	Yes	Kate Aldridge	Illness	Yes	Anand Aggarwal	Illness	Yes	Beki Self	Illness	Yes	Mandy Wilson-Garner	Illness	Yes	Nicky Passmore	Illness	Yes						
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Nicky Passmore	Illness	Yes																										
2.	<p>Notice of any other business</p> <p>Referendum on SU support of UCU strikes. – Alexander Robinson</p> <p>Complaints and Disciplinary Committee notes – Marian McNeir</p>																											
3.	<p>Declaration of Conflict of Interest</p> <p>No conflicts of interest were declared.</p>																											
4.	<p>Minutes of the Previous Meeting and Matters Arising</p> <p>Minutes unanimously approved by the Board of Trustees.</p> <p>Revised risk register was sent for approval without a meeting.</p>																											

5.	<p>Minutes from Board of Trustee Committees</p> <p>The Board noted the minutes received from the committees and had no comments.</p>
6.	<p>Acting Chief Executive Report</p> <p>The report was noted by the Board of Trustees.</p> <p>The board wanted to acknowledge the hard work that Mandy has been doing with covering the CE role and the commitment this has taken. It was felt the decision for Charlie Slack to act up from Head of Voice to Deputy Chief Executive is a good move forward.</p> <p>A trustee noted it was really good to see staff wellbeing being discussed. A trustee highlighted that it is important to note the impact of staffing and recruitment on the wellbeing of staff. This is now beginning to look more positive.</p>
7.	<p>Officer Reports</p> <p>The reports were noted by the Board of Trustees.</p> <p>A trustee asked how are you contributing to TEF (Teaching Excellence Framework)? ANSWER: Education officer Julia (JKi) noted they have been working with the Education Manager (Ryan Lucas) on the SU submission.</p> <p>QUESTION: A trustee asked what was the experience and impact of the strikes. ANSWER: SU President (AR) noted that due to timeframes there was not sufficient time to hold a referendum so the opinions of student committees were sought leading the Officers to decide the SU was supportive of UCU industrial action. There was an article and open letter criticizing this decision claiming it was not representative of the student body. Due to this the SU will look at holding a referendum on whether the SU should support future UCU industrial action.</p> <p>QUESTION: A trustee asked what work has been done on 'cost of living'. ANSWER: Sport Officer (ES) highlighted that an alumni fund had been set up with the University for students to access for any helping to fund any art of their student experience. The fund has not had the demand expected but ES plans to work on ensuring greater awareness of the fund in the student body. SU President has been working with the Bar to introduce 40p porridge and with AHS to provide affordable meals.</p> <p>QUESTION: A trustee asked what work has been done on alternative travel in the city for students? ANSWER: Sport Officer (ES) explained the Voi Scooters are able to come up to campus but due to the steepness of Widcombe Hill there have been some concerned raised about the battery power of the scooters and the number that do not make it all the way up the hill. It is understood Voi are looking into the battery concerns including alternative routes.</p>
8.	<p>Operational Area Reports</p> <p>The reports were noted by the Board of Trustees.</p> <p>There is some inconsistency in the level of detail in the reports between different areas. It would be good for all the reports to have the same level of detail.</p> <p>The trustees asked for more data and numbers where items can be quantified.</p>

	<p>ACTION: For the SU to look into what data we receive from the University and identify how this could be cross referenced to demonstrate the effectiveness of the SU's activities.</p> <p>Trustees noted there is a lot of information and it can be hard to pinpoint what areas need to be flagged. RAG rating the area reports was discussed as a way to highlight areas of note to the trustees.</p> <p>ACTION: A review of the area report format to see if the reports can be made clearer and better highlight areas of note.</p>
9.	<p>Financial Report</p> <p>A trustee BH provided an overview of the Financial Report (R4) noting there is some misalignment of numbers due to timings of VAT payment from the University and highlighted the revised budget.</p> <p>It was highlighted the VAT conversation has raised questions about the SUs position as an organisation due to the unique contractual relationship between the SU and the University.</p> <p>ACTION: President and Chief Executive to discuss the stance of the SU in terms of potential contractual and organisational structure.</p> <p>Trustees wanted to thank the Finance Team for their work towards the Audit which got great reviews from the auditors.</p>
10.	<p>SU-University Joint Executive Group</p> <p>SU President (AR) provided an overview of the report (R5).</p> <p>A trustee highlighted they would like to know how the arts may fit into this group or where else it may be discussed.</p> <p>ACTION: Activity Officer to work with the SU Arts team to bring a report to the next Board of Trustees meeting on the direction of Arts at the University and what the SUs role is.</p> <p>The trustees had a detailed discussion of the proposed group, the following items were raised</p> <ul style="list-style-type: none"> • The Board believe the proposed group is a good idea in principle. • It is unclear where this group reports to. • Will this group result in officers being removed from other University committees. • There is greater clarity needed on whether the purpose of the committee is to look at the fine print or is it to discuss larger overall decisions. • How will equal authority and power be assured to the joint chairs. <p>The Board have not approved the Terms of Reference of the SU-University Joint Executive Group.</p> <p>ACTION: A revised Terms of Reference will be sent to Board of Trustee members for approval.</p>
11.	<p>Referendum outcome</p> <p>SU President (AR) provided an overview of the SUs referendum on affiliation to the NUS which did not meet quoracy.</p> <p>There were no questions from the Board.</p>
12.	<p>Leadership Committee Terms of Reference</p>

	The report (R6) was noted and unanimously approved by the committee.
13.	<p>Vice Chair Appointment Update</p> <p>SU President (AR) noted that Jordan Kenny’s (JKe) position as vice chair is coming to an end but there are multiple vacancies on the board and therefore would like to ask the Board to extend JKe’s current term as Vice Chair to June.</p> <p>Jordan Kenny noted that it has been a great experience being Vice Chair and would heartily recommend it to fellow trustees. It was noted due to the ongoing situation regarding senior leadership at the SU it would be sensible to see that out.</p> <p>The Board unanimously approved Jordan to remain Vice Chair until June 2023.</p>
14.	<p>Deputy Returning Officer Changes</p> <p>Interim Deputy Chief Executive (Charlie Slack) joined the meeting to explain the rationale behind choosing to have 3 DROs. Chiefly</p> <p>ACTION: To amend the DRO allocation to cover positions rather than named individuals.</p>
15.	<p>Trustee Recruitment Update</p> <p>SU President (AR) shared an overview of trustee recruitment. It was noted there has been a timeline established for recruitment and a candidate pack has been prepared.</p>
2.	<p>Any other business</p> <p><i>UCU industrial action referendum.</i></p> <p>Sport Officer (ES) outlined the officer team are seeking approval from the Board to hold a referendum on whether the US should support the industrial action.</p> <p>The proposed wording: “Should the SU support strike action called by UCU in January and February 2023”.</p> <p>QUESTION: A trustee asked what it means for the SU to support the strikes.</p> <p>ANSWER: Sport Officer (ES) explained that if the SU were to support strikes the officers would be able to join pickets and encourage students to get involved in the industrial action.</p> <p>The trustees noted the importance of ensuring student have the information they need to make an informed decision and the need for visibility of the officers during the referendum.</p> <p>The Board of Trustees approved the following alternative working: “Should the SU support industrial action called by UCU in January and February 2023”</p> <p><i>Complaints and Disciplinary Committee.</i></p> <p>Chair of the Complaints and Disciplinary (MM) has not received an update on any disciplinary processes for a significant amount of time and noted that usually a report would go to Board of Trustees detailing the number of and types of complaints and disciplinarys received by the SU.</p> <p>ACTION: A backdated report on complaints and disciplinarys to be taken to the next Board of Trustees meeting.</p>

	<p>Date and time of future meetings</p> <p>Thursday 30th March 2023</p> <p>Thursday 15th June 2023</p>
The meeting ended at 11.30	

Item	Action	Action Owner	Exp Finish
2.	A backdated report on complaints and disciplinaries to be taken to the next Board of Trustees meeting.	BS	30/03/23
14.	To amend the DRO specification to cover positions rather than named individuals.	BS	02/03/2023
10.	A revised Terms of Reference will be sent to Board of Trustee members for approval.	BS	30/03/23
9.	President and Chief Executive to discuss the stance of the SU in terms of potential contractual and organisational structure.	AR and MWG	30/03/23
8.	A review of the area report format to see if the reports can be made clearer and better highlight areas of note.	BS	30/03/23
8.	For the SU to look into what data we receive from the University and identify how this could be cross referenced to demonstrate the effectiveness of the SU's activities	AR	30/03/23

Meeting:	Leadership Committee	
Location:	1 East Meeting room and online via Microsoft Teams	
Date & Time:	Wednesday 18th January 2023 9.30 – 11.00	
Present:		
<i>Name</i>		<i>Role</i>
Viktor Toshev	VT	Activities Officer (Chair)
Elizabeth Stacey	ES	Sports Officer
Alexander Robinson	AR	SU President
Julia Kildyshova	JK	Education Officer
Blake Walker	BW	Community Officer
In Attendance:		
<i>Name</i>		<i>Role</i>
Beki Self	BS	Senior Administrator Governance (Secretary)
Mandy Wilson Garner	MWG	Chief Executive (Interim)
Polly Hawker	PH	Head of Activities
Anna Boneham	AB	Societies and Volunteering manager
Amy Young	AY	Head of Student Voice & Engagement (Interim)
Charlie Slack	CS	Deputy Chief Executive (Interim)

Item			
1.	Apologies for absence		
	Name	Reason	Accepted
	Jura Neverauskaite	On a work trip	Yes
	Helen McHenry	Work commitments	Yes
	Mike Dalton	Work commitments	Yes
2.	Notice of any other business		
	No notice of AOB.		
3.	Declaration of Conflict of Interest		
	No committee members declared any conflicts of interest.		
4.	Minutes of Previous Meeting and Matters Arising		
	The committee approved the minutes of the previous meeting.		
	Matters arising:		
	Set up a data and insight group to establish what data is needed and how it will be used across the SU – This has been set up.		
	Education Manager to consult with DDAT regarding needs for Unitu. – This will be covered in agenda item 6.		

	<p>Engagement and Insight Manager to send email to Head of Departments to find if any staff have access to SAMIS – This has been done.</p> <p>Collate feedback and write a paper for the next committee meeting regarding postgraduate engagement in student groups. – This is item 9 of the agenda.</p>
5.	<p>Complaints and Disciplinaries</p> <p>The Complaints and Disciplinaries Report (R1) was presented by the Senior Administrator Governance (BS).</p> <p>It was highlighted that overall numbers of complaints and disciplinaries are down. It is not clear if there is a particular reason for this. CS noted it would be beneficial to look at numbers pre pandemic to see if there was an influx of cases after the lockdown and it has returned to pre-pandemic numbers.</p> <p>It was also noted that there is an ongoing conversation about precautionary measures with managers, particularly taking into consideration where the line is for the University to take over a disciplinary case.</p>
6.	<p>Update on Unitu</p> <p>The Education Manager/Interim Head of Student Voice & Engagement has received an update from Unitu. Unitu have informed the SU that it is putting the pilot for the SU version of the software for use with student reps on pause. It was highlighted that this is not an urgent priority for the remainder of this academic year and therefore the time can be taken to look at alternatives or see if the pilot from Unitu will come back online.</p> <p>QUESTION – A Trustee asked why the pilot development had been paused by Unitu. ANSWER – The Interim Head of Student Voice & Engagement (AY) explained that Unitu had informed us that there had been an internal organizational restructure, therefore it was assumed that workload and capacity were an issue and priority given to existing software and partners. QUESTION – A Trustee asked whether any money had been paid to Unitu for the pilot. Was anything paid to Unitu? ANSWER – The Interim Head of Student Voice & Engagement (AY) confirmed that no contracts had been signed or money paid to Unitu. The Head of Finance will be informed to ensure this is accounted in budgets and forecasts.</p>
7.	<p>Top Ten Update</p> <p>A verbal update of the Top Ten was provided by the Officers present.</p> <p>Sustainability: The Sport Officer (ES) noted there has been little progress on sustainability, and a new University UEB lead is still to be confirmed. They asked that staff and officers highlight the top ten item if sustainability is mentioned in any meetings with the University.</p> <p>Transport: The Sport Officer (ES) and others have been attending the University working group in which the University has been receptive to the comments from Officers. It was highlighted that Bath has a Bike Mayor and it would be useful to make contact with them. ACTION: SU President to contact the Bike Mayor (Saskia Heijltjes) to investigate potential avenues of collaboration.</p>

It was confirmed after a question relating to the soon to end contract with ABus that there had been no development on the 22 bus route tender process.

Assessment and Feedback

The Education Officer (JK) highlighted there are some new positions in the University relating to this area of work so looks like positive progress. They also confirmed that the PVC Education had met with them to discuss this Top Ten issue. When the University was asked if students are consulted about course costs it was stated that the decision had been for individual departments to make decisions themselves.

Study Spaces

The Education Officer (JK) updated that there has been no progress on study spaces more broadly beyond additional spaces be made during the exam period.

QUESTION – A Trustee asked whether there was an update on spaces being made available for students to take online exams on campus.

Answer – The Education Officer (JK) confirmed that there was no update.

Employability

Officers updated that there had not been any progress on this Top Ten since the last meeting but the new Director for Employability has recently started. The Education Officer had been invited to an introductory meeting with them.

Accessibility

The Community Officer (BW) updated the committee that there are no regular meetings with a member of University SLT regarding this (unlike other Top Ten's), instead the issue is discussed at the Accessibility Committee which has met and has made positive actions.

The University have commissioned the external company Access-able to do an assessment of campus and a date has been set. It was commented that this is positive that the assessment will be impartial rather than carried out internally.

QUESTION – The Interim Deputy Chief Exec (CS) asked if there is a plan from the University to ensure that new buildings are accessible, in particular new halls of residence.

ANSWER The Community Officer (BW) was not aware of this being specifically mentioned but agreed that it should be a key focus.

ACTION – The Community Officer to request an item for the Accessibility Committee agenda; how does the University ensure future buildings are accessible and those with accessibility needs are treated equitably.

Mental Health

The Community Officer (BW) noted there had not been a meeting for a while on this issue.

They updated that they had been involved in service provision workshops reviewing student support. The conversation was interesting which included good strategic thoughts on how data is used. It is not clear if action has been taken since the workshops.

Cost of Living

The University has a cost of living survey that has been sent to Directors of Studies to fill out with course costs incurred by students for their courses.

The SU President raised concerns that details of next year's University Accommodation rent prices are not going to the Cost of Living working group as the University is claiming it is a decision for UEB, not the cost of living working group. Largely the University's focus on accommodation costs has been on increasing bursary amounts rather than reducing rent increases.

It was noted there is a Government task force on the cost of living.

	<p>ACTION: SU President to look into the SU contributing to the cost of living taskforce.</p> <p>The Interim Head of Student Voice & Engagement (AY) noted that there had been nearly 700 responses to the SU Cost of Living survey.</p> <p>Food and Drink</p> <p>The University highlights the introduction of £1.50 meals in venues on campus as a success, but there continues to be limited gluten free offerings.</p> <p>The Activities Officer raised that during Fairtrade Fortnight, which will begin on 27th February, the gluten free and vegan options will be reduced in price.</p>
8.	<p>Trustee Recruitment</p> <p>The Senior Administrator Governance (BS) updated that Trustee recruitment is still ongoing. There had been some interest but still distinctly lacking on diversity.</p> <p>The Senior Administrator Governance (BS) will be contacting area managers with a request to share the role profile with appropriate contacts.</p>
9.	<p>Establishing a PG Committee position in relevant departmental societies</p> <p>The Activities Officer (VK) presented the report proposal on establishing PG committee positions (R2). The Activities Officer (VK) explained that postgraduate students (PGs) often felt they were not able to engage in departmental societies as they feel very aimed towards undergraduate students. Feedback gathered by the Postgraduate Officer at PGT council highlighted that students wanted more opportunities for networking and tailored careers fairs as currently they only felt appropriate to undergraduate students.</p> <p>It was also noted that this would not only be of benefit to the PGs getting involved but the societies would gain new insight and experience, the SU would have another avenue for feedback.</p> <p>The proposal presented was for the introduction of a postgraduate student committee position in 6 societies which were identified in the report.</p> <p>The committee had an extensive discussion regarding multiple aspects such as practicalities, PG input in the plans and previous precedent regarding changes within societies committees and the Groups Policy.</p> <p>The committee concluded the following points:</p> <ul style="list-style-type: none"> - It was brilliant to see a focus on postgraduate students and their needs coming for discussion at this committee. - There needs to be further consultation with PG students regarding what they are wanting from societies, students groups that have existing PG roles regarding their experience, and the groups that are being proposed to include PG roles on the groups' committees. - Consideration needs to be given that The SU is not duplicating the work of the employability team. - Discussions with non-affiliated existing postgraduate department based societies/groups should take place to see why they are not affiliated with The SU and what they offer to their members. - Consideration should be given to alternative proposals such as subgroups of departmental societies rather than one standalone position on a committee. <p>The committee recommends that the Activities Officer (VK) and Postgraduate Officer (JN) do some further research and return to Leadership committee with a report that considers:</p> <ul style="list-style-type: none"> - The possibility of a pilot scheme - Consultation with Postgraduate students, student groups that have a PG role and non-affiliated PG societies

	<ul style="list-style-type: none"> - Either consultation or planned consultation with the proposed departmental societies. - The possibility of subgroups as an alternative to a committee position. <p>ACTION: Activities Officer and Postgraduate Officer to conduct further research and bring an updated proposal to a future leadership committee.</p> <p>Both members of the committee and those in attendance wanted to highlight the importance of this paper addressing postgraduate engagement and to thank the Activities Officer and Postgraduate Officer for submitting this paper for discussion.</p>
10	<p>Staffing Update</p> <p>The Interim Chief Exec (MWG) provided an update on staffing.</p> <p>Most vacancies have now been filled or are in the process of interviews. There are two roles that are still recruiting: Kitchen assistant and Campaigns Manager.</p> <p>The University recently conducted a staff wellbeing survey and HR will confirm if we can get SU specific data.</p>
11.	<p>Should there be compulsory training for chairs and treasurers? - verbal</p> <p>The Activities Officer (VK) explained there are currently over 20 student leaders who hold the positions of treasurer and chair on groups committees that have not completed training. The Activities Officer (VK) asked for views of attendees of the committee regarding if training should be compulsory for some roles and if so which ones.</p> <p>The committee discussed the topic and concluded it wanted to check if the current SU disciplinary policy sanctions could be used to remove student leaders not fulfilling their positions (i.e. by not completing training which may have a detrimental impact on their group or The SU).</p> <p>ACTION: The Senior Administrator Governance (BS) to meet with the Activities Officer and Sport Officer to discuss training, the groups policy and the disciplinary policy.</p>
	<p>Any other business NA</p>
	<p>Date and time of future meetings Wednesday 15th February – The Edge Meeting Room</p>
The meeting ended at	

Item	Action	Action Owner	Exp Finish
7.	SU President to contact the Bike Mayor (Saskia Heijltjes) to investigate potential avenues of collaboration.	AR	02/23
7.	The Community Officer to request an item for the Accessibility Committee agenda; how does the University ensure future buildings are accessible and those with accessibility needs are treated equitably.	BW	02/23
7.	SU President to look into the SU contributing to the cost of living taskforce.	AR	02/23

9.	Activities Officer and Postgraduate Officer to conduct further research and bring an updated proposal to a future leadership committee.	VK and JN	04/23
11.	The Senior Administrator Governance (BS) to meet with the Activities Officer and Sport Officer to discuss training, the groups policy and the disciplinary policy.	BS	03/23

Meeting:	Leadership Committee	
Location:	The Edge level 2 SU Meeting Room	
Date & Time:	15 th February 2023 9.30	
Present:		
<i>Name</i>		<i>Role</i>
Viktor Toshev	VT	Chair, Activities Officer
Blake Walker	BW	Community Officer
Jura Neverauskaite	JN	Postgraduate Officer
Elizabeth Stacey	ES	Sport Officer
Alexander Robinson	AR	SU President
Julia Kildyshova	JK	Education Officer
In Attendance:		
<i>Name</i>		<i>Role</i>
Beki Self	BS	Secretary, Senior Administrator (Governance)
Helen McHenry	HM	Head of Finance
Mandy Wilson-Garner	MWG	Chief Executive (Interim)
Ryan Lucas	RL	Head of Student Voice & Engagement (Interim)
Amy Young	AY	Head of Student Voice & Engagement (Interim)
Alice Ludgate	AL	Director of Student Support and Safeguarding - Present for item 5
Sam Cook	SC	Peer Support Manager - Present for item 8

Item			
1.	Apologies for absence		
	Name	Reason	Accepted
	Charlie Slack	Annual Leave	Yes
	Mike Dalton	Annual Leave	Yes
	Polly Hawker	Annual Leave	Yes
2.	Notice of any other business		
	Head of Student Voice and Engagement (RL) – Responsible Futures		
	Activities Officer (VT) – How to get feedback from large student groups.		
3.	Declaration of Conflict of Interest		
	No members of the Committee declared a conflict of interest.		
4.	Minutes of the Previous meeting and Matters Arising		
	The Committee approved the minutes of the previous meeting.		
	Actions Arising		
	SU President to contact the Bike Mayor (Saskia Heijltjes) to investigate potential avenues of collaboration. – This is in progress.		

	<p><i>The Community Officer to request an item for the Accessibility Committee agenda; how does the University ensure future buildings are accessible and those with accessibility needs are treated equitably.</i> – This has been requested but there has not been a meeting of the accessibility committee since the last Leadership so there are no further updates.</p> <p>SU President to look into the SU contributing to the cost of living taskforce. – Action has not yet been taken on this and unfortunately was unable to attend the NUS briefing on this topic. Interim Head of Student Voice and Engagement (AY) noted they attended the NUS briefing and would be happy to talk to the SU President about it.</p> <p>Activities Officer and Postgraduate Officer to conduct further research and bring an updated proposal to a future leadership committee – This is in progress.</p> <p>The Senior Administrator Governance (BS) to meet with the Activities Officer and Sport Officer to discuss training, the groups policy and the disciplinary policy. – This has happened and it was decided to link this into a review of the Student Groups Policy.</p>
5.	<p>Student Trusted Contact Policy</p> <p>The Director of Student Support (AL) and Safeguarding presented on the new Trusted Contact Policy.</p> <p>In the presentation it outlined the following:</p> <ul style="list-style-type: none"> • This is a new policy but not a new procedure or way of working. This is formalizing processes that are already in place. • ‘Trusted contact’ is a new term replacing emergency contact or next of kin. • This is a process used incredibly rarely by the University; it may only be used once or twice a year. <p>The committee were asked if there needs to be explicit publicity of the new policy to students.</p> <p>The Community Officer (BW) stated they felt it may be important to inform students of the terminology change opposed to flagging it is because of a new policy. This will prevent students mistakenly thinking that a trusted contact is in addition to the emergency contact.</p> <p>ACTION: The Community Officer to share the new terminology with diversity groups and let the Head of Student Support and Safeguarding know if questions arise.</p> <p>QUESTION – The Interim Head of Student Voice and Engagement asked if students can be a trusted contacted and if so, do they need to provide consent and can they access support? ANSWER – Students can be trusted contacts, the new policy sets out guidance for asking permission to list a person as a trusted contact.</p> <p>It was noted by the committee it would be good reflect on the processes in the SU to see if we can update terminology from next of kin/emergency contact to trusted contact where possible.</p> <p>The Director of Student Support and Safeguarding left the meeting.</p>
	<p><i>Due to an availability change the committee agreed to move item 8 forward so the Peer Support Manager (SC) could be present.</i></p>
8.	<p>PGT Buddying Report</p> <p>The Peer Support Manager (SC) presented a report on expanding the PGT Buddy pilot scheme (R2).</p>

	<p>The initial pilot was with one department which was received well. The next stage of the pilot will be to see if the scheme is wanted more widely across the University.</p> <p>QUESTION: A trustee asked that as the SU won't be able to fund this scheme beyond the pilot, has there been any indication from the University that they are happy to fund this if successful? ANSWER: The Chief Executive and Head of Finance explained that without a larger scale successful pilot the University will not specify if they will fund the project.</p> <p>The Chief Executive (Interim) noted that the money this is coming from was initially intended for supporting PGT mental health which this project does so it is fulfilling the same purpose.</p> <p>A trustee mentioned that it was a good opportunity to spend some of the restricted funds the SU has.</p> <p><i>The Committee unanimously approved the proposal.</i></p>
6.	<p>Reflections on NUS Antisemitism Report</p> <p>The Senior Administrator (Governance) (BS) delivered the report (R1).</p> <p>It was outlined this report follows a less formal summary that was shared with those who attend Kickstart.</p> <p>A Trustee noted the report was a useful summary and it is good to think about the risk of antisemitism at the University and The SU.</p> <p>A trustee noted it would be good to see what guidance if any there is for student groups.</p> <p>Chief Executive (MWG) noted it would be good know what other students' Unions are doing.</p> <p>ACTION: Chief Executive to contact other SU CEOs about what other organisations are doing about antisemitism.</p> <p>Community Officer (BW) noted this has been mentioned in Respect subgroups. In these the conversations, the University seems open to developing specific antisemitism training or ensuring there is a specific aspect of Be The Change training about antisemitism.</p> <p>It was noted this links into wider conversations around anti-racism and recognising antisemitism within that.</p> <p>There was a consensus in the meeting that going forward a key priority should be ensuring staff have appropriate knowledge and training so the burden is not always on the students that may be victims of harassment to report but that staff are able to recognise antisemitism and challenge it.</p> <p>A trustee noted it is important to ensure that training developed is useful and creates the desired outcome such as ensuring those that most need the training do take it.</p>
7.	<p>How Does the SU Identify Reputational Risk</p> <p>The Senior Administrator (Governance) (BS) explained after the NUS Antisemitism report, there was a lot of media attention and multiple SUs including The SU Bath held disaffiliation referendums. Reflecting on this BS wanted the committee and attendees to discuss how reputational risk is managed at the SU and if we need to consider any changes to our current processes.</p> <p>There was a thorough discussion from those in the meeting covering the following key points:</p>

	<ul style="list-style-type: none"> • It needs to be assured that any steps taken by the SU are enabling freedom of speech. • It needs to be established what the SU already does for informally monitor output of students and student groups. • How can checking potential reputational risk be embedded in project management and decision making. <p>ACTION: Senior Governance Administrator to have a conversation with the Media and Communications manager about how social media of student groups is reviewed.</p>
9.	<p>Progress on Executive Committees review</p> <p>Senior Administrator (Governance) (BS) provided an update on the progress of the Executive Committees review.</p> <p>It was noted the Peer Support Manager (SC) has done some great work in ensuring the role profiles for Societies Executive is in line with other student roles.</p> <p>BS will continue to work with SC and other staff support for Executive Committees to ensure continuity of role profiles across different Executive Committees.</p> <p>It was highlighted that for this academic year the focus will be on continuity of role profiles and ensuring students are aware of the purpose of the roles before volunteering. Next academic year will then look at the wider structure and purpose of Executive Committees.</p>
10.	<p>Staffing Updates</p> <p>The Chief Executive (Interim) (MWG) noted that most vacancies in the SU are now filled or in recruitment which is great for the organisation.</p> <p>SU President (AR) provided an update of the Chief Executive recruitment process. The Chief Executive role officially opened on Monday 16th February. We are still waiting on University HR to upload the post to the University website but you can currently see the advert on the Minerva recruitment page.</p>
11.	<p>Any other business</p> <p>Responsible Futures – Head of Student Voice and Engagement (RL)</p> <p>Responsible Futures is a nationwide initiative led by De Montfort University and The University of Bath is a partner.</p> <p>The University have a strategic team leading on this, but it is important to note that The SU is an equal partner in this initiative.</p> <p>The University have noted the SU should have a sustainability strategy, staff champions and for sustainability to be embedded in all Officer roles.</p> <p>Chief Executive (Interim) (MWG) noted the SU does already have a green action plan as a part of Green Impact and as an organisation it is likely we are already ticking a lot of the potential requirements. It is important to cross reference what the SU is asking and what we are already working on. MWG also emphasised that the SU agreed to be a partner in this on the basis that our direct input into the Responsible Futures Scheme would be minimal.</p> <p>Where can officers gain regular student opinion on matters?</p> <p>Activities Officer (VT) raised they felt that they were unable to get student feedback as this does not fit into what a standpoint is for Summit.</p>

	<p>Head of Student Voice and Engagement (AY) explained that Officers do have a space in their Officer Reports to ask feedback or questions.</p> <p>It was noted that this does raise an important question about how students can feedback into SU processes such as policy.</p> <p>ACTION: Head of Student Voice and Engagement (Interim) to speak to the Deputy Chief Executive about how students can feed into Policy.</p> <p>Budget for Trustees</p> <p>SU President (AR) noted that currently there is not a budget for Trustee activities. Due to the voluntary nature of trustees AR feels it is important to cover expenses for travel and to cater for in person meetings. Head of Finance (HM) noted that there is not currently budgeted as everything went online with Covid and all trustees prior to Covid were local to the Bath area.</p> <p>ACTION: SU President to draft up a budget for Trustee activities and discuss this with the Head of Finance.</p>
	<p>Date and time of future meetings</p> <p>The next meeting is currently booked for 15th March but due to NUS Conference this will need to be changed. ACTION: Senior Administrator (Governance) to change the date for the next meeting.</p>
<p>The meeting ended at</p>	

Item	Action	Action Owner	Exp Finish
5	The Community Officer to share the new terminology with diversity groups and let the Head of Student Support and Safeguarding know if questions arise.	BW	22/03/23
6	Chief Executive to contact other SU CEOs about what other organisations are doing about antisemitism.	MWG	22/03/23
7	Senior Governance Administrator to have a conversation with the Media and Communications manager about how social media of student groups is reviewed.	BS	22/03/23
11	Head of Student Voice and Engagement (Interim) to speak to the Deputy Chief Executive about how students can feed into Policy.	AY	22/03/23

Meeting:	Finance and Audit Committee	
Location:	Online via Microsoft Teams	
Date & Time:	26th January 2023 9.00 – 10.00	
Present:		
<i>Name</i>		<i>Role</i>
Elizabeth Stacey	ES	Sports Officer (Chair)
Alexander Robinson	AR	SU President
Jordan Kenny	JK	Independent Trustee
In Attendance:		
<i>Name</i>		<i>Role</i>
Beki Self	BS	Senior Administrator Governance (Secretary)
Helen McHenry	HM	Head of Finance
Emily Burstow	EB	Finance Manager
Mandy Wilson Garner	MWG	Interim Chief Executive

Item			
1.	Apologies for absence		
	Name	Reason	Accepted
	Barry Hughes		Yes
	Mike Dalton	Work commitments	Yes
2.	Notice of any other business		
	HM - Approval of Chief Executive recruitment costs.		
3.	Declaration of Conflict of Interest		
	No conflicts of Interest were declared by the committee.		
4.	Minutes of the Previous Meeting and Matters Arising		
	The Committee approved the minutes of the previous meeting.		
	Matters arising – BS and HM to bring drafts of the Finance Policy and Scheme of Delegated Authority. Scheme of delegated authority to be discussed in item 6.		
5.	Financial Position		
	The paper on the SU's financial position was presented by HM		
	HM highlighted the management accounts are presented slightly differently allowing a breakdown by area. The previous version split by activity code is also presented for comparison. The accounts have absorbed the revised budget.		

	<p>The accounts show a deficit of £13k at end of December which means the SU is £38k down on expected year to date budget. Part of this was Sport which has a £17k deficit against budget caused by overspend in travel. Some is timing and travel costs being higher. There are plans in place to mitigate this in semester two.</p> <p>Central pay costs have been higher, but this is a timing issue and should even out by the end of the year.</p> <p>The primary concern is the bar area of commercial. This is showing a £91k deficit against budget. Coffee and food are both down £8k on the expected budget. Despite this Head of Commercial and Venues has predicted they will be able to recover the majority of this and have a detailed plan to do so. It was noted that historically semester two brings in less than semester one so there are concerns regarding the achievability of this.</p> <p>Other commercial areas are doing well, stall hire is currently 4k above what was forecast.</p> <p>Most posts are filled so there will be an increase in pay costs.</p> <p>Reserves and restricted funds: The reserves are healthy and will be needed to absorb any commercial loss and recruitment costs of the Chief Executive.</p> <p>Restricted funds are currently high but typically is at this point due to trips and membership monies paid. Groups expenditure will increase in semester two.</p> <p>Forecasts: Forecasts are done by each department and EB has worked closely with budget holders this year. Overall, the current prediction for the end of year is a £21k deficit.</p> <p><i>Due to questions regarding the deficit in commercial the committee agreed to move to item 7 'Commercial Risks and Mitigations' before returning to item 5 'Financial Position'</i></p>
7.	<p>Commercial Risks and Mitigations</p> <p>The report notes a deficit of £91k and a best case scenario forecast of +97k. Trustees commented they believed this was unrealistic.</p> <p>QUESTION – Trustee Is there a plan on how to recoup if there is a continued deficit in the bar area? Answer – HM Any losses will need to be covered by reserves and the bar income is being monitored. MWG noted that this is part of a larger conversation including strategic planning and the annual grant to pinpoint which areas of the SUs operations are 'core' and should be solely covered by the block grant, not commercial income.</p> <p>The committee discussed the report noting: Any decisions made need to take note of reputational risk alongside financial There needs to be more conversation with the University regarding funding. Forecasts should be what is likely to occur not the best case scenario. There is not currently enough information to understand how the proposed mitigations would create the predicted surplus.</p> <p>The Committee decided to action Head of Commercial and Venues to bring a more comprehensive report to the next Finance and Audit Committee in March. This should include:</p> <ul style="list-style-type: none"> - Analysis of performance in January and February. - Scenarios for year end

	The Committee have also actioned Head of Finance and the Finance Manager to run through some scenarios with the Head of Commercial which should aid the forementioned report for March.
5.	<p>Financial position continued</p> <p>Work on audit recommendations – ensuring the SU receives in writing from the University the purpose of funds so this can be properly categorized. Non primary trading is continuing to be monitored. No points of concern The matter of VAT will be priority of the University Joint Committee which will have its first meeting in February. In preparation for this HM has been getting examples of how other SU’s have approached this which varies across the sector.</p> <p>The fraud risk assessment will be a joint piece of work between BS and HM. This will be started after the Finance Policy is completed and will be done before the end of the academic year.</p>
	<p>A.O.B.</p> <p>CE Recruitment costs. HM explained that as previously agreed by the committee the SU is covering the costs of a recruitment agency for a Chief Executive position. This has been narrowed down to two agencies quoting between £12k and £16k. HM is asking the committee to approve the spend of up to 16K for the costs of a recruitment agency for the Chief Executive recruitment.</p> <p>The Committee approved an up to £16k spend being used for a recruitment agency for Chief Executive recruitment.</p>
6.	<p>Scheme of Delegated Authority</p> <p>BS presented the report on the Scheme of Delegated Authority (SoDA). It was noted this was based on examples from across Sus. It was highlighted there are some difficulties in defining authorization levels due to roles and grades not being consistent across the SU departments. This has also been a difficult factor in the Finance Policy.</p> <p>Trustees approved the drafted SoDA.</p>
	<p>Date and time of future meetings</p> <p>Due to a conference the date of the March meeting is to be moved. The details of this will be communicated to the committee via email.</p>
The meeting ended at 10.54	

Item	Action	Action Owner	Exp Finish
7.	Creation of financial scenarios for the bar area	HM and EB	03/23
7.	To bring a detailed report on commercial plans for the bar to the next committee.	MD	03/23

Meeting:	Finance and Audit Committee	
Location:	Online via Microsoft Teams	
Date & Time:	11:00 – 12:30 13/03/2023	
Present:		
<i>Name</i>		<i>Role</i>
Elizabeth Stacey	ES	Chair of Finance and Audit Committee. SU Sport Officer
Alexander Robinson	AR	SU President
Barry Hughes	BH	Independent Trustee
In Attendance:		
<i>Name</i>		<i>Role</i>
Beki Self	BS	Secretary. Senior Administrator (Governance)
Helen McHenry	HMc	Head of Finance
Emily Burstow	EB	Finance Manager

Item			
1.	Apologies for absence		
	Name	Reason	Accepted
	Jordan Kenny	Work Commitments	Yes
	Mike Dalton	Illness	Yes
2.	Notice of any other business		
	Alternative Merchant Banks - HMc		
3.	Declaration of Conflict of Interest		
	Committee stated there were no conflicts of interest.		
4.	Minutes of the previous meeting and matters arising		
	Minutes of the January meeting are unanimously approved by the Committee.		
	Matters Arising		
	"Creation of financial scenarios for the bar area" and "To bring a detailed report on commercial plans for the bar to the next committee." Have been completed. This has been difficult due to staff illness but has happened and can be seen in agenda item 6 (R2).		
5.	Financial Position		
	Most departments are in line with forecast budgets.		
	Management accounts demonstrate a £28k deficit. It has been noted the deficit in events is a result of timings as spend for events such as Summer Ball and Blues has begun		

Main factor and cause for concern is the bar area of commercial. The bar area is showing a deficit of £117k against the year-to-date budget. This area made a loss in January, February recovered a small amount but not enough to counter the disappointing semester 1 performance.

Other commercial areas (farmers market, stalls etc.) are holding their own, so the commercial concerns are focused on the bar and club nights.

QUESTION: A trustee asked how will the losses in the bar area be offset?

ANSWER: Head of Finance (HMc) Stated that ideally the loss would be offset by savings elsewhere or greater income than expected in areas such as graduation photo commission. If it is not possible to recover the losses through such income or other department underspends, then the costs will be covered from reserves.

QUESTION: A Trustee asked what are the measures we can take to mitigate the financial impact? What are the measures we can take?

ANSWER: Head of Finance (HMc) explained that there were several options such as an SU wide recruitment freeze or halt all on essential expenditure but there is the option to accept the loss, cover it from unrestricted reserves and have a firm strategy for the next academic year.

QUESTION: A Trustee asked what are the confidence levels in the current forecast and could the amount needed from reserves be greater than what is predicted?

ANSWER: Head of Finance (HMc) noted this forecast does rely on a good performance in March and a successful Summer Ball but it is a more accurate forecast than has been previously presented to this committee. There is some risk to the forecast, the accounts at the end of March will provide more certainty.

A discussion regarding mitigations took place resulting in the agreement that the shortfall can come from reserves for this year, but a longer-term strategic plan is needed before any major decisions are made.

QUESTION: A trustee asked if there is a way for currently planned events to be more profitable such as Summer Ball?

ANSWER: Head of Finance (HMc) explained that it is too late to make any changes to Summer Ball ticket prices, events such as Blues are sponsored and events such as SU Awards are break even events.

Decision made by the committee that no action will currently be taken regarding the projected financial deficit we need a proper strategy and will wait for the new Chief Executive to be in position.

6. **Commercial Risks and Mitigation**

Head of Finance (HMc) presented the Commercial Risks and mitigations report (R2).

It was noted a lot of work has been done to ensure forecasting is directly linked to management accounts. This will result in more accurate reporting and projections for Semester 2.

The Chief Executive (Interim) (MWG) is regularly meeting with Head of Commercial to check in on the area and monitor performance.

QUESTION: A trustee asked if the contract with external promoters is being considered as it does not seem particularly beneficial to the SU currently.

ANSWER: Head of Finance (HMc) stated that the contract with external promoters will be reviewed in the summer. A key reason for contracting external promoters was to increase footfall which it has to an extent, but we are not at pre-covid levels. There will need to be a discussion regarding whether the costs involved in using an external promoter is beneficial or if a model where promotion is done in house with an expectation

	<p>of not meeting pre-covid levels of footfall.</p> <p>QUESTION: A trustee asked if there was any financial benefit to ceasing all night club activity for the rest of the academic year?</p> <p>ANSWER: Head of Finance (HMc) explained that the SU would still benefit from bar take at events.</p>
7.	<p>Budget 2023/24</p> <p>The Budget 2023/24 (R3) was presented to the committee by the Head of Finance (HMc). IT assumes a baseline block grant of 1.975m from last year.</p> <p>It was explained the University have been quite explicit in their financial constraints due to tuition fee caps, energy costs and inflation. With this in mind, the University would be unlikely to agree to a request for a substantial increase in the block grant.</p> <p>The budgets have been difficult to compile and will only breakeven with an increase in grant funding. There is no scope within the budgets to make efficiency savings that would offset the reduction in commercial income. Activity budgets have been protected wherever possible.</p> <p>The trustees confirmed they do not want a deficit budget for the new year, and that the reserves should no longer be used for underwrite commercial losses in the bar.</p> <p>The current timeline is for the budget to be approved by Board on 30th March and then submitted to the University 6th April.</p> <p>Trustees wanted to thank the finance team for putting this together. It's been hard to ensure services are maintained and a great job has been done.</p>
8.	<p>VAT on Supply of Staff</p> <p>Head of Finance (HMc) presented on the report 'VAT on Supply of Staff' (R4).</p> <p>It was explained that due to the VAT claims this has flagged cause for investigation by HMRC, there are no concerns about this, just the impact on workload as this has occurred at the same time as the annual budget and annual accounts submission to the Charity commission.</p> <p>Further discussions regarding VAT liability will take place at the SU & University Joint Committee but a new Chief executive needs to be in post before any significant changes are agreed.</p>
	<p>Any other business</p> <p>Head of Finance noted that in reviewing payment processing charges it was clear that some transaction charges are high and alternative merchant deals are being looked at. HMc wanted to flag that it is likely in an upcoming /committee or Board of Trustees meeting there will be an item requesting approval for a new merchant bank with contracts to sign.</p>

	Date and time of future meetings 25 th May 2023
The meeting ended at 11.00	

Item	Action	Action Owner	Exp Finish
	Final Finance Policy and Scheme of Delegated Authority brought to the next meeting	HMc & BS	05/23
	Fraud risk register brought to next meeting.	HMc & BS	

The following is an independent submission by The SU, University of Bath. Whilst data has been provided by the University, our student submission is based on student feedback and has been written by our SU Education Officer and Education Manager. Members of the student body have been consulted and had the opportunity to read our draft to ensure that the following is reflective of their experiences as students.

Foreword – Julia Kildyushova, SU Education Officer 2022/23,

“From my experience as Education Officer, working with University staff members and sitting on senior meetings, such as Council, it is clear how much the University values the student voice, as they actively engage with the SU and welcome our input. Examples of excellence are seen across the University and highlighted within our submission. I hope the following provides balanced evidence to demonstrate how staff and students from across the institute are passionate in their drive to ensure that the University of Bath is sector leading”.

Section 1 – Introduction to the SU, University of Bath,

The SU, University of Bath is one of the UK’s larger Students’ Unions. With roughly 50 permanent staff, plus 135 student staff working across 8 areas, our belief is that when students come together, they can shape the communities they are part of for the better. *Britt Flanderjin, BSc (hons) Politics and International Relations, and our elected Student Senate Rep for 22/23, summarises her own experience as; “I chose Bath because of the welcoming community feel. I am still very content with my choice to study at Bath. I strongly feel that my studies at the University provide me with a strong set of transferable skills for further study as well as a future career. I think the University excels in the opportunities and help offered to students to grow academically and professionally.”*

The SU, University of Bath, Areas of Excellence

1. Our six student officers and staff from across the SU regularly sit on University committees, working groups, and task and finish groups. From Senate to University Council, to Education Advisory Board and Student Experience Advisory Board, as an SU we ensure our student’s voices are heard and responded to.
2. We work with 2,098 student leaders who are elected representatives, executive or group committee members, peer mentors, Peer Assisted Learning leaders or other core volunteer roles (2022/23 participation data).
3. Annually our SU Officers create a list of 10 priorities, known as the SU Top 10. Based on student feedback, these 10 highlight the main areas impacting all students. The Top 10 is formally recognised by the university, and each issue has a relevant university senior staff lead. As a result, there are ongoing meetings and strategic action plans developed throughout the year to ensure resolutions are found.
4. Our SU officers regularly have 1-1 meetings with senior university staff e.g., Our SU President regularly engages with the Vice Chancellor & President, our Education Officer regularly discusses key areas of educational interest with the Pro-Vice-Chancellor Education, and Pro-Vice-Chancellor Student Experience regularly engages with our officers to ensure senior University support is available and strategic oversight shared.
5. As an SU, we regularly confront key local and national student issues by holding referendums, working with the local council and elected MP for Bath, as well as working with local companies such as First Bus to ensure that the student voice is heard.

Section 2 – How have we gathered information to inform our submission?
Student feedback has been gathered through the following ways...

- *Academic Council* – Our most senior meeting for discussing and engaging with topics related to the educational experience. University staff will regularly present topics to our academic reps

whilst we will collect feedback relating to pertinent issues. In 2022/23 we have elected 403 representatives, all of whom are invited.

- *Academic Representatives* - These students are the key link between University staff and students and work to ensure the educational interests of their peers are heard and represented in meetings such as Staff Student Liaison Committees.
- *Faculty Representatives* - Faculty Representatives are senior elected Academic Representatives and represent the interests of students and academic representatives within a faculty/school. They regularly engage with Deans and Associate Deans.
- *Staff Student Liaison Committees (SSLC's)* - bringing together key topics and discussions at departmental level, SSLC meetings form an important part of the University governance structure and ensure student voice is fed upwards.
- *SUmmi* – SU committee made up of 41 student leaders and representatives who vote to create Standpoints (SU stances on any given issue) and hold the SU Officers to account.
- *SU Officer Top 10* – as referenced above, we have used this to inform topics.

We have collected data and insight through the following ways...

1. *Be Well Survey* - An all-student survey jointly run by The SU and University to gain insight into students' experiences of mental health and wellbeing at the University of Bath. The survey has around 2000 respondents or roughly 10.6% completion rate.
2. *Monthly Pulse Survey* – a survey run by The SU to gather feedback on The SU and student life. With a random sample of new students drawn each month, the monthly surveys have run since 2017 and each nine-month cycle receives over 1000 responses.
3. *Covid Check-in survey* - As part of the University's response to the Covid-19 pandemic, and to strengthen student engagement, the University introduced some short 'Check In Surveys' to receive additional timely feedback from students.
4. *Student Voice Report* - The SU regularly provides insight into the student experience to the University through multiple mechanisms which have included the presentation of an annual Student Voice Report of key student issues.

As well as using data and feedback from the National Student Survey to inform thinking.

Section 3 – How have we worked with the provider?

The University of Bath have been incredibly supportive and accommodating throughout the TEF process. Providing us with data, insight and information has meant that we have been well informed and have been able to use relevant information and data to inform our student submission. Regular TEF meetings occurred between the Education Officer and PVC Education, as well as invites for relevant SU individuals to key working groups and presentation days including data analysis workshops. All drafts and copies of the provider submission have been shared with us.

Section 4 – Student Experience

Assessment and Feedback

As reflected in TEF Data dashboards and NSS Data, The University of Bath and Assessment and Feedback have a complicated relationship. The University has given a huge amount of staff time and resources to improve students' overall satisfaction with Assessment and Feedback. Some positive steps taken have been;

- *Curriculum Transformation (CT)* – discussed on page 8 of the University submission, CT is to review and redesign formative and summative assessment opportunities. We would simply note that CT is a holistic transformation of curricula, courses as well as assessment.
- *Assessment and Feedback Working Group (2019)* – staff from across the University and SU met to design key improvements such as the Assessment Taxonomy, as well as supporting the

introduction of staff within the Centre for Learning and Teaching, to focus on Feedback and Assessment Development.

- Assessment and Feedback Champions (2021) These are students employed to bring in relevant knowledge and lived experience to find ways to make improvements and adjustments. These students worked closely with our Academic Council.

However, whilst the steps above are positive, the reality is that these areas are below the national benchmark (NSS). As an SU, for 2022/23, we announced; *The SU is calling on the University to; Review and improve the quality, quantity and consistency of assessment feedback across all departments” (Top 10)*. Whilst it is positive that the University is growing their undergraduate footprint (+862 UG in 2022, compared to 2019), this could be having a negative impact on staff time, limiting staff ability to provide independent or 1-1 feedback. Based on the quotes raised by our Academic Representatives in an Academic Council, students want to see assessment feedback that is personalised, timely, and that highlights ways for future improvement.

Assessment	Feedback
<ul style="list-style-type: none"> • Space out assessment so students can apply feedback • Outline clearly the assessment at the start of semester – online exams are fine • Managing expectations – clear communication, be upfront about times 	<ul style="list-style-type: none"> • No feedback for exams hard to find scores, need guidelines, a score does not tell you how to improve • Feedback is always given too late¹ and is unhelpful as it is no longer relevant • There should be some form of policy² for lecturers to adhere to on feedback and answering questions – some lecturers do the bare minimum and don’t seem to care, they just read off the slides and call it a day • More consistency is required or some sort of format/structure followed to assign feedback

¹ The University's QA Code of Practice statement QA16 on Assessment and Feedback states that students should receive prompt feedback within a three-semester week period, given the above feedback, it is unclear if this is always the case.

² QA16 also states that Academic Departments should have Feedback Policies which are shared with students, however feedback from Academic Reps suggests that awareness of these amongst students is inconsistent.

For assessment, an example of excellence would be that when a student discloses the need for additional support, the university take practical steps to ensure their needs are met. Other improvements include the reduction of over-assessment and the limiting of deadline bunching, but given the above quotes, further work is needed by some departments to address this further.

In question 11 of the NSS (2022), 58.36% of students agreed that they received helpful comments on their work. This score is far below the national benchmark and reflects that almost half of students do not agree with the statement. This reflects Representatives’ quotes above and highlights that the University needs to explore this issue further.

Following the Top 10 outlined above, our Education Officer is working with the PVC Education to ensure that a delivery plan is established to improve ways of working. A focus within the plan is to engage students at departmental level to understand what approaches are needed so that students feel supported following assessment. As a result, going forward we hope;

1. That the delivery plan focuses on best practices happening across the university, e.g., in the School of Management a member of staff has been using technological approaches to support students in receiving quicker feedback. Approaches such as this are really encouraging, and the logic applied is pedagogically sound.
2. Given student perceptions of feedback, it would be useful to review time given in the academic workload model to ensure sufficient time is available for providing quality feedback. This would be particularly useful for larger cohorts of students.

3. Where we see such differentiation at the departmental level on data relating to assessment and feedback, we can understand why this is happening. E.g., Why do Architecture, Building, and Planning score 7.2% above the benchmark, when Economics scores negative 12.4% below the benchmark? Resource and time are essential to provide insight.

Lecture Recordings

When we consider Learning Resources, the topic of lecture recordings is regularly discussed by students. As hinted on page 7 of the University submission, the University offers an opt-in lecture capture policy which allows Unit Convenors to schedule recordings. Staff can also record teaching sessions on campus using Panopto which is pre-installed in teaching rooms. To question the impact of this policy, we recently ran an Instagram poll raising questions around lecture recordings – the feedback from this portrayed the following;

When asked,	Yes	No
'Are all your lectures recorded?'	730	311
'Are they available to you during revision?'	789	159
'Do you believe accessing recordings, helps you get better exam results?'	858	102

While this data shows that a large proportion of lectures are recorded and materials distributed, it does suggest that some students are missing out on lecture recordings. Could this be because the policy is 'opt-in' rather than being prescriptive?

When we have liaised with students, general feedback trends suggest three key areas: International Students generally suggest that watching recordings is useful for retaining further detail due to any potential language barriers, Students attending placement interviews particularly enjoy watching back recordings as it allows them to catch up on any missed content, Feedback from some deaf students suggests that accessing a recording can significantly boost their engagement with course content. This emphasises the need for all students to have access to lecture recordings. To address this issue, in February 2022, SUMmit members voted on the following standpoint, *'The University must require that all lectures are recorded.'*

To address this standpoint officers have so far done the following;

- Raised student concerns with the UCU to understand reasons staff may be against the recording of lectures. Following this, the department of Politics, Languages and International Studies has launched a project to understand more about how students use and engage with lecture recordings.
- At a previous Education Board, our Education Officer raised the issue to learn more about general staff views and understand if and where staff may be against recording.
- At a recent Academic Council, we discussed the issue with Academic Reps, and raised departmental concerns with university management. They have since addressed key feedback within departments.

Going forward we hope to see all departments engaging in lecture recordings to ensure that all students are able to achieve their academic potential.

Study/teaching spaces

Following Covid and the current cost of living crisis, student behaviours have changed regarding where they study. The dramatic rise of energy bills means students are opting to use University spaces, to ensure that they're warm. On top of increased student numbers, this causes an issue with the availability of spaces. At a recent Academic Council, we gathered feedback such as, needing more spaces for group study and alternatives to the library, which can be noisy and busy at peak times.

One of the Top 10 created for academic year 2022/23 was... *Commit to increasing the provision of study space according to student need, including provision for group work and virtual activity.*

As a result, the University is exploring the issue and thinking of ways to ensure a long-term strategy is implemented to improve access to study spaces. Additional study spaces were created for the exam period and more study space across city facilities and accommodation blocks have been created.

Key Area of Excellence within Student Experience, Personal Tutoring

As referenced on page 13 of the University submission, Personal Tutoring is an important mechanism in providing students with both formal and informal support. Whilst improvements are still required in the area of personal tutoring, we highlight this as an area of excellence to demonstrate how positive change can happen through our SU Top 10.

Based on student feedback the SU put forward the following Top 10 (2021-22)...

Tackle gaps in support through the Personal Tutor system by increasing the capacity for students to meet departmental staff to discuss pastoral and non-academic issues.

In response the University setup a task and finish group focused on the topic of personal tutoring. Chaired by the PVC Student Experience, the group put forward a series of recommendations, and explored resources needed and how to overcome any existing barriers. Working with the SU, the chair attended an Academic Council to gather feedback and to understand areas for improvement. Work is ongoing, and improvements felt by many students.

One area of significant improvement has been the introduction of development training for personal tutors. Personal tutors can now attend a variety of training sessions such as Pastoral Support Training for experienced Academic Staff. Whilst these sessions are currently optional, going forward we hope these are made mandatory for any staff member who becomes a personal tutor.

Academic Representation

A key part of student voice is Academic Representation. Overseen by the University, and run by the Students' Union, the Academic Representation system relies on the goodwill of student volunteers nominate themselves. In 2020-21, we conducted a review of Academic Representation where through surveys and consultations we collected the views of 732 students, 120 Academic Representatives, 10 Faculty Representatives, and 66 staff members (inc. Directors of Teaching and Studies and SSLC secretaries). Following the review, 16 proposals were agreed by Senate, examples of these were: To create two election periods - in Autumn and in Spring, Departments to offer local induction sessions for all elected individuals, and the addition of open 'Student Business' at the start of SSLC's. In addition to the proposals, 75% of student respondents and 81% of elected representatives felt that elections were an essential part of being an Academic Representative.

However, despite Senate approving the above, and most representatives and students being in favour of elections, we regularly encounter staff who either refuse to engage with elections or wish to adopt their own methods, e.g., in-class selection. Recently in our Autumn Elections we received negative comments from staff which contradicted the recommendations outlined by Senate. Whilst comments such as these are not the majority, it makes the process complicated, as time is spent keeping staff happy. When Academic Representatives are seen to be an essential part of collecting student voice, their roles should be readily adopted by all departments. We note that for Academic Representative elections we follow QA48 Student Engagement with Quality Assurance and Enhancement to inform our process and approach. This document outlines expectations on staff for elections and despite this being a formal university document that outlines best practise, it is disappointing when staff refuse to follow the policy or adopt their own ways of working.

Unit Evaluation

An area of discussion that our SU Officers are regularly involved with is the topic of Unit Evaluation. As outlined in the University submission on page 17, the purpose of unit evaluation is to collect anonymous student feedback, which can be used to improve areas such as curricula, teaching, and assessment. However, whilst surveys are released annually, student participation can be exceptionally low, meaning that feedback can be rather limited. In a recent Monthly Pulse Survey, when asked *'If you have any thoughts or concerns about anything to do with being a student at Bath'*, students made comments such as,

"Chopping and changing of teaching methods, ideally needs to be clear in advance so students can make decisions with regards to learning."

"Adjusting to the new way of studying with a lack of consistency across modules in the form of teaching, the impact of strikes on learning and a lack of support for students during the strike periods has been an area of concern."

"I'm concerned that the workload in semester 2 will be as much as in semester 1 where it was too much. The lack of support and guidance students have faced has been quite bad, especially on top of many facing mental health problems that have come from the pandemic."

The areas of concerns mentioned in these comments could be resolved and addressed if the approach to Unit Evaluation was further developed. Even when data and insight have been collected there is minimal evidence to suggest that discussions are happening within SSLC's where representatives should be able to scrutinise internal data collected from the students they represent. However, whilst improvements are needed to address response rates, a project plan for Unit Evaluation is ongoing through Curriculum Transformation, where staff are championing the need for a new system, whilst ensuring the correct resource is available. We are hopeful that going forward a new approach to unit evaluation will be adopted and by using student feedback, when necessary, that student concerns are addressed, and resolutions discovered within departments.

Impact of Covid-19,

The Covid-19 pandemic had a significant impact on our students' ability to engage with in-person activity, particularly at departmental level. As a result of the prolonged change, student expectations around learning and teaching have significantly transformed. Where once in-person exams were commonly accepted as being a part of the academic year, online exams have recently become a favourable option, particularly in the scenario where a student hasn't been used to writing with a pen over a prolonged period.

Throughout the pandemic, the SU and University worked closely together - Covid specific surveys were implemented, and student advisory panels were established. During March 2020 to the 21/22 academic year, The SU established a series of student advisory panels to gather quick feedback from students on emerging issues and changing practices. This enabled The SU to gather timely student opinion for SU Officers to inform decision making. An example of how student feedback was used would be where student feedback in The SU Academic Advisory Panel suggested that students were more likely to ask questions in Live Online Interactive Learning (LOIL) sessions than in the pre-pandemic traditional lectures and seminars. LOIL sessions had been well received with most of the feedback from students being positive. Students appreciated the interactive elements of these sessions and commented on how these offered opportunities to check understanding of content and peer to peer learning through group activities in break out rooms.

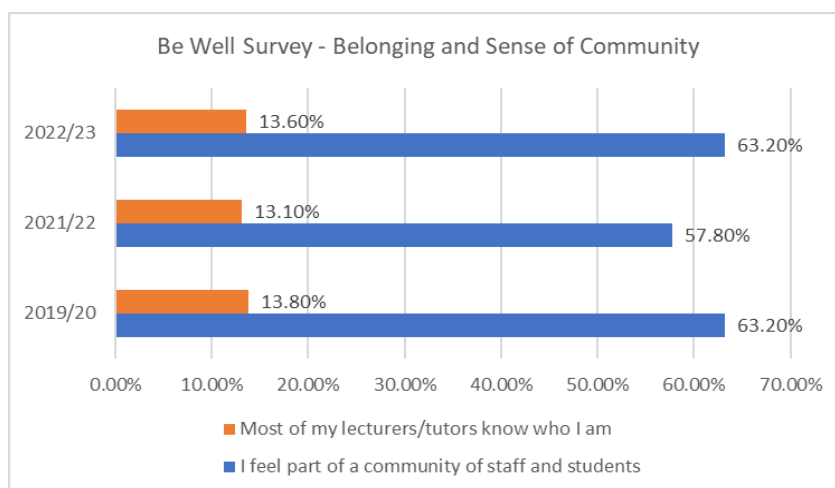
Mitigating circumstances

Following an internal audit of the Mitigating Circumstances Process in 2018/19, we welcome the University's commitment to making all progression-related processes (including academic appeals and Return to Study) equitable and accessible to all students. To achieve this, the University must analyse and respond to differences in the engagement and outcomes for different groups of students with these policies (e.g., when cultural differences create additional barriers to disclosing mental health issues). When NSS scores for assessment and feedback are low for particular students (e.g., Black students, NSS 2022) the University could invite student representatives to join policy Task and Finish groups, ensuring updated academic policies have considered and addressed any barriers for under-represented students.

We note in the University submission on page 23, when referencing Academic Policy the submission does not mention the pressure on academic staff, including Personal Tutors, to be able to effectively explain convoluted policies to distressed students; a crucial part of the University's 'journey to academic processes becoming more compassionate' (as stated in the University Mental Health Charter application, November 2022) will be to ensure policies and processes are written in language which is easily understood by staff balancing busy workloads and students who are anxious or distressed (e.g. the 23-page Quality Assurance Code of Practice sent to students when an assessment offence is suspected).

Belonging

When we consider 'Belonging', the term itself features heavily throughout marketing campaigns and is regularly used within social media to emphasise our culture at Bath.



% = respondents selecting *Mostly agree* or *Definitely agree*. Total survey response rates were: 2019/20 1,320, 2021/22 1,640 and 2022/23 1,620.

As shown in the graph, when asked whether they feel part of a community, most student participants agreed, with an increase seen post-covid back to pre-covid levels (each survey was run in weeks 4-8 of the first semester). In contrast, students report low levels of agreement

that their teaching staff know who they are, with no marked difference across the years.

The phrase 'Belong at Bath' features within prospectuses and 'Team Bath', the name and brand which binds together all the facilities, services, and activities of the University of Bath's Sports Department, pulls together a physical and branded sense of belonging. These two components together create a strong sense of belonging for students, which the above data would support.

The SU creates a sense of belonging within departments by organising induction week and providing students with a range of activities, such as meeting their peer mentors. This is a crucial time for students to feel involved and welcomed into the university. However, it is also crucial that opportunities exist throughout the whole of a student's time at Bath, and building an academic community could be one way of developing this. As shown in the graph above, when asked if lecturers/tutors know who they are, most students score negatively on this comment, with a peak of 1,137 students in 2021/22 scoring negatively to this question, compared to only 215 scorings positively. This suggests that there is a need for the University to ensure that attention is given to building a course community (e.g., Departmental Societies) this can also be tied with 1-to-1

feedback. If feedback becomes more personalised and cohorts become smaller, then the likelihood of students getting to know and speak with their lecturer increases.

This issue is further emphasised within the terms of reference for the University sub-committee, 'Belong' - 'The Belong group has a remit encompassing sports, arts, SU (clubs, societies, and representation), student communications (including community-wide induction and wellbeing) and student living and campus services' as well as student induction. By broadening discussions to involve course community and by engaging Academic Representatives within discussions, could help members to understand wider student views and support in exploring ways to strengthen community at departmental level. From a governance angle 'Belong' is a sub-committee of the Student Experience Advisory Board, with little to no influence being provided by our Education Advisory Board – strengthening ties between both advisory boards could further enhance this area, by bringing together key areas of expertise.

Section 5 – Student Outcomes

As outlined in the introduction to the University submission, the University aims for graduates to have five distinctive and special attributes, which are believed to give the best foundation for future career success and fulfilment. These are that our graduating students have been well taught, are well qualified, well experienced, grounded, and rounded.

On page 19 and onwards of the University submission, it is evidenced that our student outcomes are very strong. When we consider the three TEF targets referred to as continuation, completion and progression, overall data shows outstanding results and excellence within each area. It highlights particularly that for many students at Bath, they come to university, they work hard for their degrees, and when they leave university, the majority will enter high quality jobs or graduate schemes or continue into further studies.

Educational Gains Definition;

In the University TEF submission on page 20 you can read our joint definition of Educational Gains. We co-created this definition with the University and worked with Faculty Reps in 2021 to ensure that it resonated with students.

As a high-tariff university, we hope our joint definition describes the differences between our students as they progress through university. Whilst for many of our students, our high-profile research, and additional academic opportunities (e.g., Placements) are a huge pull-factor in choosing Bath, for others our Sports Facilities, and extra-curricular activities (e.g., our Clubs and Societies) are essential qualities that attract them in. Regardless of interest, it's important all our students are provided with equal opportunities to ensure they're supported throughout their degrees and able to develop valuable skills that support them in future careers. For example, through the SU Student Leader programme, students develop practical skills and broaden their working knowledge of leadership. Through recognition these help our students to go into interviews with examples of activities they have participated in. It's these offerings that give Bath students the edge and support them in life post university.

Key Area of Excellence within Student Outcomes, Student Placements

Noted on page 9 & 10 of the University submission, many of our students will participate in either work-based placements or years abroad. Many students work for multinational corporations, small to medium sized businesses and start-ups across the UK and worldwide. Placements at Bath are a highlight for many of our students and the support available to students demonstrates excellence – 83.44% of students agreed they received sufficient support and advice from my institution about the organisation of placements (NSS, 2022).

Andrei Linguraru, BSc (hons) Management and SU Faculty Representative, describes the positive impact his placement had for him, "My placement had a huge impact on my career, as it provided me with a clearer picture the field I want to specialise in after graduation. This was a placement exclusively offered to University of Bath students, so I really appreciate the Placements Team for sourcing such a good opportunity. They also offered help by providing one-to-one sessions, mock interviews, and general CV guidance. In summary, an amazing placement experience allowed me to secure a further role with the company, something which I am very excited about."

Andrei's experience is not unique and as shown in NSS Data for 2022 when asked whether 'My Placement [has] helped me to develop my general life skills', 96.51% of students agreed with this statement. However, not all our students will go on placement. For 2022/23, one of our Top 10's is to look at providing opportunities for those students unable to, or whose programme doesn't contain a placement. With the recent introduction of our new Director of Student Employability and Student Success, we hope to help those students to gain similar workplace skills and to ensure that all students are given equal opportunity to prepare for post-university life.

Continuation, Completion and Progression,

As mentioned in the University submission on page 19, the data below is indicative of 'outstanding quality' for the indicators Continuation, Completion, and Progression. As shown below, when referring to student characteristics from NSS data for 2021/22, the University regularly scores above the national benchmark in most categories. Our overall Continuation indicator score of 97.3% exceeds benchmark (96.0%) by 1.3pp. For Completion: The overall score for full-time students (97.5%) exceeds the benchmark by 2.1pp and the overall indicator score for Progression (87.2%) exceeds the benchmark by 4.5 pp and we have the seventh highest progression rate in the sector.

Split Indicator Type	Split Indicator	Continuation	Completion	Progression
Age on Entry	Under 21 Years	1.2%	1.9%	4.5%
Age on Entry	21 to 30 Years	4.0%	5.5%	6.6%
Age on Entry	31 Years and Over	-5.6%	1.1%	
Disability	Disability Reported	0.2%	2.4%	6.8%
Disability	No Disability Reported	1.5%	2.0%	4.1%
Ethnicity	Asian	1.0%	1.3%	2.7%
Ethnicity	Black		3.8%	2.5%
Ethnicity	White	0.6%	1.6%	4.4%

However, whilst overall data in this area is representative of excellence, there are areas for improvement. A stark concern is for students 31 years and over, in the category of continuation – here we are distinctively below benchmark. Typically, from our perspective, students in this category are rarely discussed, with most university-wide initiatives being focused on younger students. Even from the perspective of the Students' Union, we rarely engage specifically with undergraduate students who fall into this category. This is certainly reflective of the need for both the Students' Union and the University to come together to make stark improvements for these students. Generally, continuation as a category needs some additional focus, particularly when we reference the sub-groups of students. It would be beneficial to know what is going well in Completion and Progression, so that best practice can be implemented.

Section 6 – Conclusions & Next Steps...

Our students are integral to the success and excellence of the university. As an SU and University, it's important that we continue to listen to our students, engage them in discussions, and use their experiences to continually make improvements. To summarise the impact of this partnership Luca Volentir, BSc (hons) Computer Science, Chair of SU Summit, says;

“As a Senate Rep, I had the opportunity to learn more about different processes and how the University makes decisions that ultimately impact students. Moreover, I was welcomed to discuss and criticize how Senate approaches matters. This has given me insight into what to consider when making decisions, but also the ability to influence them, through my position (challenging viewpoints, introducing points, and voting on policies). I have also been a member of SUMmit and now chairing it and have had the chance to help shape the stances SU takes on different matters.”

To summarise areas for improvement going forward, we suggest the following...

1. Introduce ways of working that encourage greater collaboration between departments, and increased partnership between staff and students. Generally, across the university staff will adopt university wide guidance and follow recommendations set out in QA documents, however, there are examples where certain areas of the University have become isolated and staff attempt to implement their own strategies and approaches which may conflict with agreed institutional approaches. For example, we regularly encounter staff that actively discourage engagement with academic representative elections despite Senate voting in favour of this method for finding academic representative. A focus on strengthening university wide collaboration and demonstrating positive outcomes alongside best practice would result in a greater sense of community and showcase excellence of collaborative practices.
2. Prioritising the update and change of policy document QA48. This Quality Assurance Code of Practice statement sets out the partnership between the Students' Union and the University for student engagement with QA. Whilst there have been ongoing conversations to improve this document, progress is slow and may result in using outdated best practice. Encouraging a university wide approach to student engagement that would ensure that staff across academic and professional services are working together to guarantee that students are getting value from their degrees. We hope that the recent appointment of the Associate PVC (Student Voice) will help to drive this agenda forward
3. Ensuring student feedback is key in making decisions that may directly impact students. This is particularly important when we think about ways of working following Covid. During Covid the University introduced new ways of working in key areas, such as learning and teaching, that were positively received by the student body, e.g., the recording of all lectures. Given that we know 11-18 years olds have been acutely affected by Covid, we can therefore expect that methods and approaches used for assessment and feedback may need to dramatically change. It is therefore essential that all university services, build strategies that ensure student voice is the basis to decision making.

To conclude, as seen in TEF dashboards and as shown in UK league tables and rankings, the University of Bath is a leading institution, with an incredibly passionate team of staff and a determined community of students. Whilst we have highlighted the need for change in areas such as assessment and feedback and course community, it's evident that when issues arise, the University Senior management team will address concerns and find ways to ensure excellence is found. As a students' union, we are fortunate to have a strong working relationship with the University, and it's important that between us, we continue to find ways to improve the student experience for students at the University of Bath.

ACTING CHIEF EXECUTIVE REPORT

PURPOSE

This paper provides an update from the Acting CE on various issues

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REPORT

1. Staffing Update

- 1.1. Chief Executive recruitment** - the Chief Executive recruitment is progressing well. Minerva has given us regular updates and they are currently interviewing the long list. The shortlisting panel meets on 28th March, with the interview day being 21st April. There will be an informal meeting with the Vice Chancellor and a finance task before the 21st April, whilst on the day there will be a staff and student panels before the final interview panel. Tasks for the staff and student panels are currently being developed.
- 1.2. Staff recruitment** - having had a difficult recruitment period time from last summer until the new year 2023, we were finally at full staff capacity until recently when two positions have become vacant – Marketing Assistant and Volunteer Co-ordinator. Recruitment is currently underway.
- 1.3. Casual Staff** – due to the issue with University HR processing casual student staff on the system in a timely manner at the start of the academic year, I have been discussing our needs including timings and numbers with HR to try to ensure student staff are placed on the system and paid earlier in the year.

2. Strategic Planning

- 2.1.** I have been working with the Interim Deputy Chief Executive on the strategic planning process, with a view to identify key areas of work/themes for when the new Chief Executive starts. We undertook an initial SWOT analysis with the Officer team, revisiting it with the officers and HODs after presentations from the Pro Vice Chancellor (Student Experience), the Deputy Vice Chancellor, a review of current research we have undertaken in the SU (pulse surveys) and a presentation from Jim Dickinson from WONKHE. The Pro Vice Chancellor (Student Experience) and the Deputy Vice Chancellor gave us an outline of current university aims and the forthcoming strategic planning process in the university. Jim Dickinson gave a national view of what students and student unions are facing over the next few years.

ACTING CHIEF EXECUTIVE REPORT

2.2. We also engaged Coole Insight to facilitate two workshops with SU staff, two with engaged and unengaged students and one with the student officers. Coole Insight is currently reviewing the data to help identify themes and areas of work.

2.3. A more detailed update to follow.

3. SU-University Joint Executive Group

3.1. The first meeting of the SU-University Joint Executive Group was held on 20th Feb 2023. The two areas of discussion were:

- VAT – SU staffing arrangements
- Shortfall in Commercial income/Memorandum of Understanding

The next meeting is on 22nd March to discuss a paper outlining options regarding VAT/SU Staffing arrangements. The meeting in April will discuss initial thoughts around a memorandum of understanding.

4. Trustee Recruitment

4.1. Having successfully recruited two new Trustees to the Board I'd like to register thanks to Helen McHenry, Alexander Robinson, Beki Self and Elizabeth Stacey for their work in this area.

4.2. Huge welcome to our new Trustees – really looking forward to working with you.

5. Anti Semitism

5.1. You will be aware of the Independent investigation into allegations of antisemitism within NUS by Rebecca Tuck KC

https://assets.nationbuilder.com/nus/pages/108/attachments/original/1673471780/Independent_Investigation_into_Antisemitism_Report_NUS_12_January_2023.pdf?1673471780

5.2. In response NUS has developed an action plan for tackling antisemitism following independent investigation [NUS publishes its action plan for tackling antisemitism following independent investigation - NUS UK](#)

5.3. The University of Bath issued a statement regarding the adoption of the IHRA working definition of antisemitism <https://www.bath.ac.uk/announcements/statement-on-the-international-holocaust-remembrance-alliances-working-definition-on-anti-semitism/>

5.4. In the light of the above The SU has been discussing any actions we should take at the Leadership Committee. I was tasked to find out what other SUs have been working on. It is clear that many are awaiting the following:

- Once NUS has provided antisemitism training to its staff they will be looking to roll this out to SUs. The plan is that by the end of 24 this will mean there are a number of trained facilitators across SUs and in NUS who can support debates within individual student groups/unions around Israel/ Palestine by the end of next year.
- There should be a new section on NUS Connect this month to support students to raise complaints and SUs/Universities will need to make sure that their own policies are able to deal with complaints of antisemitism effectively.
- With regard to election candidates, NUS are looking to have in place some guidance/policies by July 24 on managing historical digital footprint issues. There is common consensus that it would be impossible for each SU to check through each of their candidates' digital footprints prior to an election. NUS are looking at a self-declaration approach for candidates and it is likely most SUs will look to replicate that.

ACTING CHIEF EXECUTIVE REPORT

5.5. The SU Bath reached out to both the Jewish Society committee and Islamic Society committee in regard to the NUS headlines with links to the Report & Support Tool. We are also working closely with the University on Be the Change training and complaints procedures.

6. The SU in Dartmouth Avenue

6.1. I attended a Halls Reps Forum in Dartmouth Avenue recently to introduce students living in university accommodation in town and students who'll be moving into private accommodation in the Oldfield Park area to Dartmouth Avenue, as well as to the Student Community Partnership (SCP). The SCP supports student residents with any issues they may encounter in private accommodation within Bath, as well as handling any complaints received from private residents. I continue to line manage the SCP staff on behalf of the partnership (University of Bath, Bath Spa University, City of Bath College, and their three linked SUs, B&NES Council and Norland College). The event was a success with students having a tour of the facilities at Dartmouth and receiving more information about the SCP and local community.

6.2. We are still awaiting confirmation of a one-year extension to the contract. I have been told by the university that we will hear soon. At present there is no space elsewhere for combat and cue sports or the SCP and the dance studios in The Edge are so well booked that the dance studio at Dartmouth is also well used.

7. Black Hairdressers

7.1. Over a number of years black students have lobbied for the provision of a hairdresser specialising in black hairstyles on campus. Working initially with the University, the hairdressers has now been built where the old SU reception used to be. The SU will manage this space.

7.2. A hairdresser specialising in black hair has already been operating from the facility, as well as a barber. The intention is to develop the space further to include another hairdresser.

7.3. An official launch, including students who originally lobbied for the facility, will take place on 29th March.

8. Elephant in the Room

8.1. I recently attended an online conference, run by Alchemy, called Elephant in the Room. The focus of the day was the wellbeing of student officers. Issues discussed were:

- Work/life balance – difficulty officers have enforcing boundaries
- Lack of control over workload & diary
- Increasing number of meetings in a day
- Drift in officer roles – huge remit
- Officer development – in role and when leaving role
- Officer burn-out and stress, including symptoms to look out for
- Mentoring & coaching
- Social media – toxic communities & online abuse (particularly female officers experience this)
- Staff work overload impact on student officers – unable to support officers as much as we used to be able to.
- Difficulty of finding time to engage with students
- Bureaucracy

8.2. Since the conference I have discussed the findings with our officers, and it is clear many of the issues above resonate with them. We are already working on reducing the number of committees and meetings the officers attend. Handover will develop to address some of the issues above. Strategic planning feedback includes the above issues, as well as staff capacity. A full capacity review will need to be a focus for the new CE.

9. Local Council/Register to Vote

9.1. I met with Bath Spa and The SU Bath officers to discuss further work on the student experience as local residents in Bath including; work with local councillors to listen to the views of student residents, more B&NES Council student focussed communications, attendance at B&NES Council meetings by SU Officers, a possible student resident panel and encouraging students to stand in the future as local councillors.

9.2. Work is underway to encourage students to register to vote and on awareness of the need for voter ID.

9.3. The SU, Bath and Bath Spa SU have sufficient responses for the Homes Fit to Study Survey run by SOS-UK to look at Bath data on the quality of private housing and issues faced by students in Bath. This will be picked up by the SCP Housing Group.

10. Portsmouth Peer Support

10.1. A previous CE, Ian Robinson, now a Trustee for Portsmouth SU, visited us with an officer from Portsmouth to investigate good practice on setting up peer assisted learning in Portsmouth. Sam Cook, current Peer Support Manager, and Oli Schofield (ex-Peer Support Manager) and I met them and recently we have heard they have been successful in securing funding to run this scheme through their SU. A further meeting has been set up where Sam can share further expertise. We were delighted to help them.

10.2. Ian was impressed with how much The SU, Bath has developed since his time here.

11. Trustee, Heads of Department/Line Managers, SU Staff & Officers

11.1. Once again, please may I thank Trustees, SU staff, SU officers and university staff for all the support I have received over this academic year to date.

ACTIONS

The Board of Trustees are asked to note the report and provide feedback and comment.

Contact:

E-Mail:

UNION PRESIDENT REPORT

PURPOSE

The purpose of the following report is to illustrate progress made by the Union President under key headings.

REPORT

1. Update (since last meeting Wed 14th Dec 2022)

- **Letter to University on Rising Rents**

The officers [sent a letter \(Appendix 1 of this report\)](#) to the University Finance Committee to note the significant proposed rise in rent for the next academic year and the impact that this will have on many of our students. We also noted the lack of proper consultation with us as a body. The University [has since responded](#). I think we should aim to do more of this openly visible lobbying as it has shown our students some of what takes place behind closed doors.

- **Buses**

There have been significantly fewer issues with transport compared to the first semester. We have been notified that the 22 bus may cease operation at some point this semester – but this is still yet to be formalised.

Met with Dan Norris, Metro Mayor WECA, with other SU Presidents to talk about the bus situation. He has encouraged us to promote bus driving jobs to our students and through the university we have agreed to promote the positions.

- **UCU Strikes**

1456 students voted in our [03/02/23-10/02/23 referendum](#), in which the SU resolved not to support the UCU in its next action, by 705 to 675 votes. Whilst the winning margin was small, we did reach quoracy which has been an issue with other referenda. Privately we have maintained our positive working relationship with our union contact and have used this to make progress on the Lecture Capture work – trying to find the underlying cause of the issue of disparity in recordings across departments.

- **NUS Conference**

Delegates attended conference in Harrogate W/C 13/03/23 and gained a great overview of the current state of the NUS. Policies involving cost of living, housing, education were debated and passed. There were significant visible issues with the perceived accountability of national elected officers and the functioning of NUS as an organisation. Reform and greater presence have been promised – I hope that this does come to fruition.

- **Elections**

Pleased to see a considerable number of candidates standing for election. I enjoyed speaking with many who had bright ideas to transform our SU. There were 7 Presidential candidates compared to my unopposed candidacy last year, a significant improvement and a win for student democracy. I look forward to handing over to Jimena in June.

- **WONKHE Low-countries Trip**

As part of Wonkhe's trip to Belgium, the Netherlands and Germany earlier this year, I had the opportunity to observe how Student-led democratic organisations function in European countries. I visited a variety of organisations including Students' Unions, national bodies, and local student services organisations.

I took away a number of key themes:

1. Student-led nature – Professional staff at a minimum and student groups their own legal entities. Students running activities become skilled in the management of their groups. However, this set-up leads to lesser standards and blurred lines of accountability. Groups can take risks and are allowed to fail but require much greater levels of effort.
2. Spaces – Groups often occupied their own spaces, or rented space (either for a fee, or for providing a

UNION PRESIDENT REPORT

service in-kind back to the union). There was a sense of ownership and responsibility that showed how seriously students took taking part in extra curricular activity. Several entrepreneurship groups spun-out from the SU – compared to our organisation where entrepreneurship is not a significant part of our portfolio.

3. Interaction between National Bodies and Government – the UK NUS remains in limbo with the national government following their disengagement. These bodies showed how much influence the student movement could have on policies directly affecting it.

- **Update on Chief Exec Recruitment**

Progress on the search for our next Chief Exec is moving ahead on time and as scheduled.

The advert was open for a month (closed Mon 13th March) and the shortlisting meeting will have taken place on the 28th March (prior to this board meeting). Minerva have kept us updated throughout and provided a regular summary of the candidates they have spoken with and encouraged to apply.

There seems to be a good mixture of candidates from other SUs, from charity and university roles.

The interviews will take place W/C Monday 17th April. In addition to a range of staff and student panels, we will be joined by Ben Vulliamy, Chief Exec at the University of York Students' Union. York is a university/ union of comparable size and shape as Bath and so Ben's contribution to the appointment committee will be very valuable.

In my previous report, I noted a concern about the pace at which we would go out to recruit and the knock-on effect on start date. I am confident that the process is currently moving at a reasonable speed and that our search agents are capable in their work. Whilst the 'June' deadline that I proposed is no longer feasible, it is reasonable to expect that the next post-holder will be in place before Freshers' Week 2023.

- **Other activities since the last board meeting:**

- Trustee Recruitment successful – with thanks to the Sport Officer and Head of Finance.
- Met with Councillors Guy, Kumar, Rigby, and Romero on a variety of issues.
- Member of panel for interviews for digital marketing manager, coordinator, assistant, FWEMs, Lay member of council.
- Meeting monthly with the Vice-Chancellor. Have formed a good working relationship and believe there is much mutual respect. Happy with how issues are welcomed, taken onboard and actioned.
- Lobbied for more action on the sustainable investment policy with support from the CAF team.
- Supporting Media groups – URB 50th anniversary, URB move, CTV Equipment upgrade.
- South-West sabbatical officers' teams meet up – Regional work starting to take off.
- Attended my first BSUMC – Animal research committee. Committee had noted that an SU President had not attended in a significant amount of time prior.
- Attended an academic council to see how other officers facilitate student-led fora.
- Used Transport Advisory Board to make progress on the 'Bike repair station.'
- Raised concerns at University Finance Committee about obscene costs of the 5th floor fit out of 10East.
- Engineering Board of Studies – Pushed for space to be made available for students to sit online exams on campus. This was implemented last moment during exam period due to push from Dean. Additionally, started meeting with student reps ahead of board of studies meeting and went together – better attendance from both reps when we go together.
- Member of the Senate Steering group, reviewing the function of Senate and recommend areas for change. Took part in the advance HE roundtable discussion on Academic Governance, relaying the function of our senate and its purpose. Fed back to main session from breakout group.
- Met with University Librarian Kate Robinson to discuss where our priorities align and to form a closer relationship moving forwards.
- Continuing to work with the University Archivist.
- Attended the B&NES Council Cabinet session on 09/03/23 and spoke with Kevin Guy on voter registration.

UNION PRESIDENT REPORT

2. Goals

- Prepare strong links with and expectations from the Local Council – to set up next year’s sabbatical officers in a position of high regard and influence amongst the new councillors and make change in the local area.
- Continue to push the SU to fight against impacts of the cost of living as much as it can, across our Bar, Food outlet and in costs of student activities/ sport.
- National Representation – continue to build strong ties with the Bath & Bristol unions (Bristol, UWE, Bath Spa). This relationship has been valuable and a good sounding board.
- Archive Project – have in place a policy before I leave office that requires the SU to protect its organisational culture and history by partnering with the University Archivist.

3. Upcoming work, Projects, and events

- Local Elections – aim to raise student voter engagement as far as possible.
- Spaces – Trying to make the most of our unused office spaces on the 4th floor, at least in the short term. Aiming to introduce a fun and creative element.
- Plan a trustee ‘away day’ with the new officers and trustees to build connections.
- Write a detailed handover for my successor
- Plan to raise student space as a potential area for investment at Buildings Board.
- URB’s 50th Anniversary Reunion weekend
- Cost of living

4. Personal Achievements

- Pushed the University to make a public statement on the Cost of Living and the impact of the University’s choices directly on its students at Bath (rent increases etc.)
- Led two sessions on SU employability skills to placement students in HSS and Management
- Chaired a panel discussion for One Young World Bath on the UN SDG4 (Education).
- Chaired a public engagement Minerva Lecture on Climate Change ‘Bridging the Gap between Climate talk and climate action’ with Pete Phelps and Lorraine Whitmarsh.
- Spoke at Ukraine anniversary, CU Carol service.
- Guest on the Wonkhe show podcast in January.

5. Concerns and Issues

Accountability

There is not currently a method for SU Officers to be held to account by the student body. SUMmit provides the opportunity to ask questions on a report presented by officers, but it is not set out with an ability for scrutiny or accountability of the elected officers. I think that this should be a priority, and work should be undertaken to set out such a structure before the start of the next academic year.

In addition, without an AGM there is no process for members to challenge, question or amend policy, or challenge an aspect of the way our organisation functions through standing orders. We currently have no formal mechanism for this, I do not believe this is in line with our values. We should welcome student-led change at all levels of our organisation.

UNION PRESIDENT REPORT

Space and Staff Capacity

Again, space and staff capacity are two issues that are yet to be fully resolved.

University-SU Joint Committee: VAT return mitigations

The joint committee has recently started meeting with the pressing aim of resolving the HMRC VAT recharge issue.

The committee is well equipped to negotiate a path forward, but it will require significant scrutiny.

Top-10 and Internal priority setting

Staff support, training and planning should be provided for the incoming officers to set out a list of priorities, or planned campaigns for the year ahead, rather than just the top 10 as a wish-list for the university to tackle. We focused deeply on preparing the top-10 list but met resistance to doing the same internally about the SU. A plan must be put into place to allow the incoming officers to set aims for their terms of office both as a team and for the SU more widely.

Building Fabric and Estates

A slight concern that the Student Centre is starting to age and 1East is already in need of a refresh. Investment will be needed soon for cosmetic upkeep (Painting of walls, ceilings, washing of air handling sock, refurbishment of meeting room etc). As we begin to bring in new staff, we need to make sure that our working environment is of a high standard. This will only be compounded with the need for digital growth in advertising screens and new devices. This will be especially difficult given our current financial state.

6. Self-Reflection

After 9 months in position, I do now feel embedded within my role and capable of making change in some areas. However, I recognise that I will be moving on from the organisation in 12 weeks' time and seek to make as much of an impact as I can do, finalising projects and tying up loose ends. Having attended one council cabinet session in March, I now realise the influence that the SU officers could have had in the local area. I would have liked to have asked a question at every session but will now make sure I pass on this opportunity to my successor.

I could have done more to tell students about my work. The planned podcast with Blake has unfortunately stalled as a project after just one episode, due to my lack of capacity to edit the audio. I understand now how key engagement is with our members and hope that with the new staff in Marketing, I will be able to do more.

In my personal life, I have completed an overdue [scholarship report](#) and submitted masters applications across January, February, and March. It has taken up most of my free time outside of work and left me feeling burnt out, alongside a difficult time of year and bouts of illness. I am glad to have moved past that now but recognise how drained I have been. I am looking forward to a break at Easter and then powering through the last few weeks in office.

I am thankful for the support of many staff who continue to ask tough questions and provide support.

UNION PRESIDENT REPORT

ACTIONS

The Board of Trustees are asked to note the report.

Contact:	Alexander Robinson, SU President	E-Mail: supresident@bath.ac.uk
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1 February 2023

Dear Members of the Finance Committee,

cc: University Council

We, The Students' Union Officer Team, write to you regarding '*Student Rents Proposal 23/24 - F22/23-29A*' to be presented to Finance Committee on Thursday. We are concerned that the rise in accommodation rents for the academic year 23/24 will have a measurable impact on the wellbeing of students and the student experience more broadly at the University of Bath.

In '21/22, the average maintenance loan issued to home undergraduate students at Bath was £5,450 ¹ and from our recent *Cost of Living survey*, 67% of halls residents said their loan did not currently cover the cost of their rent ². The proposed 7.05% increases in University of Bath accommodation rates contrast with the government's rise in maintenance loan at their 'forecast inflation' of 2.8% ³ announced on 11 January.

The SU Officers

The SU Bath
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From 29A *Appendix 1*, a student living in the Quads accommodation can expect to pay £532 more in '23/24 than an identical student in '22/23. The full maintenance loan is set to rise only by £272. With inflationary pressures raising prices in all sectors and CPI at 9.2% ⁴, there will be a significant impact on many students' lives.

62% of students who work alongside their degree said the increase in the cost of living was the main reason for taking on paid employment this academic year ². When looking specifically at overseas fee-payers, this rises to 82%. Impacts such as having less time for study and missing lectures for work were frequently reported.

Rent constitutes a significant proportion of student living costs, with 54% of students living in halls saying that the cost of housing was currently putting the most pressure on their finances ².

We are pleased to see some of the interventions that Campus Services have introduced – including the expanded bursary scheme which will assist some students with a means-tested discount applied to rental rates. However, it is noted that the aim to provide 25% bedstock at an 'affordable'

rate will not be met after the next year has passed. We believe this should remain a priority.

Officers and the SU Chief Executive met with the Director of Campus Services on 17 January ahead of the 02 February committee meeting where we were told the proposed increase in costs and given the opportunity to ask questions. We believe there would be significant value added from introducing a formal consultation process with the Students' Union, including a requirement to produce an evaluation of the real-term impact that any rental price changes would have on students at Bath.

We believe a housing strategy should be developed in consultation with student representatives – to identify the purpose and set principles for existing and proposed student accommodation and how it relates to the student experience at Bath.

As this proposal is yet to be approved and published, we have not shared this information, nor engaged with student groups on the rental increase. We expect that upon publication there will be several groups and individuals that will want to voice their concerns on behalf of the incoming cohort at Bath.

Having recently met with both the Chair of Council and the Vice-Chancellor, whilst we are satisfied that our concerns are being taken seriously, more needs to be done to mitigate the impact of government inaction. We believe it is now time for the University to act.

In recognition of all these factors, we call on the Finance Committee to ask the University Executive to:

- Consider whether any reduction on the 7% increase is feasible given the current economic climate and its impact on our students.
- Provide a formal response and/or a statement that we can share with students upon the publication of rents.
- Ensure that the yearly process of setting accommodation rents involves an assessment of impact on all students at Bath and their finances.
- Develop an Accommodation strategy built upon a meaningful consultation with students and their needs.
- Put pressure on local, regional, and national bodies wherever possible to highlight the significant impact the rising cost of living is having on students.

We do not expect the University to 'solve the Cost of Living crisis', or to shield its students from all aspects of rising national inflation. It is evident that the University is also facing extreme financial pressures and balancing the budget is becoming increasingly difficult.

We do however, call on the University Executive to do everything within their power to advocate for and act in the interest of its students. This includes both at the community scale and nationally, together with other universities and Higher Education Providers.

We thank the Finance Committee for reviewing this letter alongside the accommodation proposals.

Sincerely,

The SU Officers

Alexander Robinson, SU President
Julia Kildyushova, Education Officer
Jura Neverauskaite, Postgraduate Officer
Blake Walker, Community Officer
Elizabeth Stacey, Sport Officer
Viktor Toshev, Activities Officer

1] <https://www.gov.uk/government/statistics/student-support-for-higher-education-in-england-2022> Supplementary tables. £5,450 from FT_Maintenance_Loans. Calculation based on total funds Issued divided by total recipients of funds for home undergraduate students. Cells K193 / J193.

2] The SU Bath Cost of Living Survey (awaiting publication)

3] <https://questions-statements.parliament.uk/written-statements/detail/2023-01-11/hcws491#:~:text=forecast%20inflation%2C%202.8%25>

4] <https://www.ons.gov.uk/economy/inflationandpriceindices/timeseries/i55o/mm23>

ACTIVITIES OFFICER REPORT

PURPOSE

The purpose of the following report is to illustrate progress made by the Activities Officer under key headings.

REPORT

1. Update

Activities and work undertaken since the last meeting

- **Green Week:** We ran 11 events as part of Green Week (6 to 13 March) ranging from debates around sustainability topics to various external speakers talks.
- **Officers Elections:** This year's elections were a big success with 22 candidates running for the 6 positions and 4600+ students voting for their favourite candidates. Together with the other officers we were highly involved in the officer's election. We submitted questions during the candidates' debate, and were very active in person, on social media and other SU communications channels to incentivise students to vote.
- **Central Alumni funding distribution for next year:** Together with Elizabeth we are part of the Alumni Fund panel which allocates 50 000£ raised from alumni to departments, projects, or other activities around the University. There was a big variety of applications ranging from funds for dissertation research to activities aiming to support students with their costs of living. We had to rank all the 34 submissions in order of preference, and we will be attending a panel meeting on the 21 March to finalise which 14 projects will be receiving grants from the panel.
- **SU Alumni Fund:** The SU and Alumni have created a fund of 20 000£ aiming to support SU groups with their activities. As of March, we have allocated majority of the funding to students' groups. Some of the projects we have funded are safety mats for Cheerleading, national competition entries, mirrors for dance society and new equipment for Media groups.
- **Alumni Hardship Fund:** This year we introduced the SU hardship fund aiming to support individual students with costs associated with their extracurricular activities. The fund was very popular with students and the initial pot of 5 000£ was allocated in less than 2 months. We have submitted a request to Alumni to increase the amount of the fund for next year.
- **Sustainability Top 10:** "Demonstrably respond with scale and urgency to the climate emergency, and to increase the use of transparent and credible sustainability impact statements in decision-making". In the last meeting with University Board members allocated to this top 10 it was decided that the university will open a new position – Director of Sustainability who will be sitting on UEB and aim to improve the climate and ethical impact of the university. It is definitely a step in the right direction, but several criticisms were raised to this approach such as the fact that we are currently struggling to have an impact on 1 of the UN development goals (emissions) and this new director would have to deal with all of the 17 UNDG. Another critique was that this director will have no team helping him to develop and introduce the new policies.
- **Food provision Top 10:** "Improve campus food and drink provision in line with student feedback, including consideration of affordability, and provision for those with dietary requirements". We have had one meeting regarding this top 10 issue. The Campus services have implemented secret shoppers' initiative where they give 30£ to students which they can use in various food outlets on campus and collect their feedback. From the presentation we were delivered it really seems like the campus services team truly listen to the feedback and adapt accordingly. Several initiatives were introduced in Fresh with regard to the cost of living such as Price locks and 5 items for 6£ deals.

2. Goals

Aspirations and aims

- **Postgraduate Engagement paper:** Together with Jura we have been working on a paper to increase the participation of PG students in clubs and society. We proposed to do that by adding a PG committee

ACTIVITIES OFFICER REPORT

member in departmental societies with big numbers of PG students. The initial proposal was rejected by the Leadership Committee and with Jura we are currently working on a second improved proposal by taking the feedback we have received into account.

- **Student Community Partnership Green Group** – Work with the 7 local stakeholders on collaboratively approach sustainability and offer support on issues such as recycling and Active travel.
- **NUS Green Impact Report** – I will be coordinating the joint SU effort in constructing the report we submit to NUS for the Green Impact Award.
- **Top 10** – Lobbying the university on the Sustainability and Cost of Living Top 10s I co-lead.

3. Upcoming work, projects and events

Planned key work for the near future

- **Artsity** – 1 week art festival to showcase the Arts in Bath. It is planned for 27 to 31 March and we have 13 sessions lead by different art societies and an Alternative career talk lead by Bath alumni students who studied a STEM degree but have been pursuing careers in the Art industry. The purpose is to motivate students to pursue careers in the arts and get tips on how and where to look for these job opportunities.
- **Officer Handover:** In May and early June big portion of time will go towards developing the best officer handover possible to my successor. During the 2 weeks of officers training, we will be spending all of the afternoons with our respective successors and I plan to involve David in all of the day to day work of the Activities Officer and help him as much as possible to take over once I'm gone.
- **Societies Committee handover:** The new committee members will be elected in the end of March. Together with the Societies, Volunteering and Arts team we will be looking to centralise and produce a smooth handover between the current and new groups committees. A bigger emphasis will be put on historically big and essential societies such as RAG, People and Planet and V team who have seen a significant drop of student engagement in the past year.

4. Personal Achievements

- **Turkey donation point: Following** the devastating Earthquake in Turkey and Syria together with the Turkish Society we organised a collection of donations for the victims of Monday's earthquakes in Turkey and Syria. We managed to collect more than 80 boxes of donations in 24 hours! The donations collected included nappies, children's toys, blankets, and even letters of support from Bath students".
I reached out to the head of university communication and the local councillors who responded immediately and share the message with all University staff and local councillors. It was incredible to see how responsive and compassionate the local community is, with local businesses donating boxes and hundreds of students, academic staff, and local residents donating warm clothing for the suffering population.
- **Green Week:** It was very challenging to coordinate Green Week this year as all the sustainability groups were inactive. I tried to make it as engaging as possible by having a variety of events that even people that are not interested in sustainability per say may enjoy. In the end I worked closely with the university to coordinate 11 events as part of Green Week (6 to 13 March) ranging from debates around sustainability topics to various external speakers talks.
- **Society Successes:** These are not personal wins, but I wanted to shout out about the recent success societies have had.
Bath University Model United Nations: At the London International Model United Nations (LIMUN) Conference last month, BUMUN received not only five individual awards, but also the prestigious award for the best small delegation. This is a significant accomplishment as they were competing against 50 other societies and 1,300 delegates from Yale, LSE and Science Po Paris

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DanceSoc: The Dance Society have recently been celebrating some huge achievements after attending Loughborough Dance Competition, the largest dance competition in the UK! The society had some amazing achievements across the day, including numerous first places! Some of the highlights included the Ballet team, who was led and choreographed by Daisy Grostern and the Tap Team, choreographed by Izzy Murray and Ella Pimperton, who both came first in their categories. The lyrical team, led and choreographed by Sophie Rouse and Abi Russel came third in their category. Another massive accomplishment of the day was the Wildcard Team, led and choreographed by Ellie Copeland and Gemma cooper, who got an almost perfect score of 99 from Strictly Come Dancing professional Nikita Kuzmin. 2 of the Wildcards dancers were also in contention for Dancer of the Day which is impressive as 1250 dancers were in attendance.

5. Concerns and Issues

- I. **SUMmit:** SUMmit is designed to be “an opportunity for student leaders from all SU areas to come together to begin to tackle some of the biggest challenges that we face as communities of students at the University of Bath. It could be about the things we need to lobby the University for, policies and practices we need to adopt, or changes we’d like to see in the wider region”. Nevertheless, in its current form I don’t feel it is used as it should be.
 - i. **Standpoints Issue**
In order for standpoint to be implemented during SUMmit it has to “not bind The SU to any specific action”. This is particularly problematic for my area as all changes myself and the Activities Exec need, require a change of policy and/or SU practises.
 - ii. **Are we really a student organisation?**
It also seems hypocritical that we bring together all SU leaders to raise standpoints but do not allow them to discuss SU internal issues or have any say regarding SU practises. Shouldn’t we use the opportunity of everyone being in the same place to look and see how we can improve the SU rather than come up with standpoints for meetings that make little to no difference in a meeting with university senior management?
 - iii. **Transforming SUMmit?**
One of the biggest issues that the SU faces is the lack of student voice. So why don’t we use the reunions with the SU leaders to ask their opinions on important decision that staff have to make such as putting a cap on number of committee roles, including PG students on committees, professors’ industrial action etc.

- II. **Reflection on Budgets within the Voice Area:**
There are several pots of money within voice that I think are not used effectively or are very high for the value for money they bring. When added together those little pots of money account for a big amount of potential savings or resources that can be implemented elsewhere. - 10,000£
 - i. Casual Staff: 5 800£. Student Voice currently has a significant budget going into casual student staff. At the beginning of the year, it was discussed that these students would lead SU projects such as coordinating joint events between Departmental societies and Academic Reps. In reality, those students have been majorly used to taking notes during exec and voice team meetings. I think that casual student staff should be removed first before laying off full-time personnel. Also, future conversations should also be had on why Voice is the only area which has a budget for casual student staff.
 - ii. Student Voice training - 3250£ - this goes towards the annual Voice Conference as all other trainings are delivered internally for free. This year the event was cancelled due to a low number of registrations. I also feel that the 3250£ can be better used for actively helping students. For instance, why not create an SU hardship fund to help students with the cost-of-living ACTIVITIES OFFICER REPORT crisis or their costs for extracurricular activities? (The 5000£ alumni hardship fund ran out in 1 month)
 - iii. Student refreshments: 2000£. Voice is the only SU area that has a high budget allocated to

ACTIVITIES OFFICER REPORT

student refreshments. I believe this can be significantly reduced to 300 which is the amount Peer Support gets. Also, further conversations should be had on why other areas do not get a budget for refreshments.

- iv. Student Activities - 4300£ - this budget is going towards events such as Black History month, pride and the lunar new year and 4 300£ looks a little bit excessive. This year 13 events were organised during Black History Month with a total cost of 350£ which went to fund one external speaker talk. This is a prime example that with the help of active student groups there is no need to spend thousands of pounds to make a cultural event a success. Another example can be green week where I coordinated 11 events with a budget of 0£.

IV. Officer Elections:

This year, we had a brand-new Returning and Deputy Returning Officer, which may have contributed to the chaos of the officer elections. However, there were some instances that really shouldn't occur the following year. For example, officers were given a one-hour window to comment on the new endorsement policy. Despite officers' repeated requests for the voice team to share the manifestos with us earlier so that we could base our questions on them, the manifestos were only shared with us four hours before the deadline to submit questions.

Also, more transparency is needed in the future of the role of the current officers in the SU elections. Last year, officers were coaching candidates and asking questions during "questions to candidates". This year's officer team was given the impression that they would actively participate in all of these, when in reality, we were just bystanders. At the same time some SU staff had to coach 10+ candidates and did not have time to adequately support any of them. I think important discussion must be had in the future on the role of current officers during next officers' elections.

- V. **Student Engagement** is a massive issue this year. We have seen a big decline of candidates for all of the societies committee's position. Very few societies have two or more students running for the same position and at least half of the position are without a candidate. Another major issue is the fact that the only 2 students nominated themselves for a position on the Activities Exec which leaves 6 positions vacant. I hope that many of the empty of the position will be filled during the by-election but increasing student engagement should be one of the biggest SU priorities!

- VI. **Green week:** Despite 11 events being organised during Green Week the attendance to all of them was very low. Coordinating the week took a big portion of staff time. I think it is worth having conversations whether it is worth having Green Week in the future considering the low attendance and student engagement

- VII. **Vice-Chancellor's recognition breakfasts:** The idea behind the Vice-Chancellors breakfast project was for the SU to recognise outstanding student leaders by inviting them to a breakfast with the VC. Unfortunately, what happened in the 2nd semester is that VC only received groups that he was interested to learn more about. For the 3 dates that we were offered for the recognition breakfasts during semester 2, two of them were taken by the Islamic and Jewish societies by the request of the VC. I truly hope that this will change after he has met the 2 groups in question but in the last semester, I really felt like I was his PA whose job was to put him in contact with the relevant societies.

6. Self Reflection

It was a very difficult semester for me and on times it was quite demoralising. I am a very self-critical person and this semester a lot of my ideas and projects I wanted to achieve failed to materialise.

ACTIONS

The Board of Trustees are asked to note the report.

Contact:	Viktor Toshev – SU Activities Officer	E-Mail: suactivities@bath.ac.uk
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Community Officer Report

PURPOSE

The purpose of the following report is to illustrate progress made by the Community Officer under key headings.

REPORT

1. Update

Activities and work undertaken since the last meeting

- **Sexual Health**

A new sexual health working group has been created between the University and the SU, with external members from NHS/B&NES public health. Within this, we are reviewing current provision and are beginning to plan a return of a SHAG (Sexual Health Awareness and Guidance) week, potentially biannually.

We are also reviewing our offer of condoms and are looking into having a handout point in the SU bar so these are accessible outside of work hours.

- **EDI**

I am continuing to coordinate the relaunch of the SU inclusivity award.

I have worked with students to create resources/events for various awareness/celebration events, most notably LGBT+ History Month and Newroz. Due to identified issues and inefficiencies in our processes for marking these occasions, I have started an internal review that considers how we facilitate student input into our comms and planning, as well as how our processes sit alongside the University's Commemorative Days Committee.

Planning for the third Campus Pride is underway. This year, it will take place in April, which will allow far more students to attend.

I am working with DAG (Disability Action Group) and the University Disability services to create a low sensory space in the library, which includes a space for students to take their DSA mentoring appointments.

AccessAble have started their audit of campus. Campus Infrastructure should receive their report in May.

I am working with the University on comms for students on their Gender Identity Policy, as currently this has mostly just been communicated in staff channels.

- **Cost of Living**

I have worked with the University on their period dignity campaign, which has now been launched. This involves several toilets across campus with free, sustainable menstrual product collection points.

- **Anti-Harassment**

To address concerns about night-time safety, as the chair of the SCP personal safety group I proposed a meeting to discuss how the BeTheChange campaign could be rolled out to bars and clubs. It is clear from casework and cross-institution discussion that there are some venues that we need to target,

OfS have recently launched a new consultation on Sexual Harassment, and it is likely that soon there will be a requirement for more rigorous training than what is currently provided.

- **Mental Health**

The University Mental Health Charter in-person assessment days have now been completed. This involved a series of panel discussions, including a panel of students and a Student Voice panel which included the officer team. The result and report from this are expected in April.

The University have recently set up a dashboard for Student Support. We are currently in conversations about what parts of this will be shared with us, and we will receive frequent reports on key statistics such as satisfaction and wait-times, including demographic breakdowns.

- **Halls and Housing**

Campus Services have been part of a benchmarking data collection organised by CUBO. They have shared some of the key findings of this with us and will be sharing the wider data set. The results of this indicated

Community Officer Report

that those living in university managed accommodation in the city are having a significantly worse student experience than those living on campus on average. This indicates that as an SU, we need to be doing more in this space.

I am working with Student living on their new halls preference option for LGBTQ+ Accommodation.

2. Goals

Aspirations and aims

- **Execs**

I want to re-evaluate the structure of International Exec, and create new links between faith and cultural groups and this exec.

- **Night-time Safety**

I want to plan how best to engage with nightclubs going forward, particularly those that we have received negative reports about.

- **Handover**

I want to create a good handover document for my successor, Hanna. I am in the lucky position to still be a student next year and am really looking forward to seeing all the great things she gets up to next year!

3. Upcoming work, projects and events

Planned key work for the near future

- **International Students**

I want to work with the IRO (International Relations Office) to assess how the International Student Charter can be used to improve the international student experience. I will be continuing conversations with the IRO and plan to bring this to the next International Exec and International Student Forum.

- **EDI**

I am working with DAG to put forward a case for low sensory hour for Fresh. I have had some preliminary conversations with Campus Services and it appears that this is something that is viable. The next steps I will be taking are to continue working with DAG to fully understand the need, and then facilitating a meeting with Campus Services.

Following inspiration from a campaign run at a different students' union (BUSU), I also am planning to put together a bid for funding for a gender expression fund. I plan to work with LGBT+'s Trans Rep along with research best practice in other SUs to put together a model.

- **D&S Exec**

D&S Exec are currently planning their first event in April. This will focus on providing an inclusive and accessible space to raise awareness of the exec and D&S groups more broadly. It is our hope that this can become a yearly event.

4. Personal Achievements

- During the Officer Elections, I received a lot of really lovely comments and feedback from students about the work I have done over the last year. I think that I've done a decent job at being an approachable officer and engaging with the student leaders I work closest with.

5. Concerns and Issues

- **SU Summit and SU Democracy**

I have concerns about SU democracy. Our latest SU Summit was very unproductive, and it is increasingly clear that this is not a mechanism where students can really enact change. I do not think, in general, myself and the other officers are properly held to account. There should also be a mechanism for students to steer

Community Officer Report

internal operation, which is currently not allowed to take place in SUMmit. These are all things I and other officers have raised as concerns to staff members on several occasions. I think we are not a student-led organisation in practice.

- **Officer roles and elections**

The recent officer elections highlighted issues with the current officer roles. Most of the officers, including myself, spend very little time speaking to and working directly with students. I am concerned by the volume of meetings I/we have on university committees.

- **Budgets and planning**

There were some issues with officer involvement in area planning and budgets. I was not involved in development of plans and budgets, instead was sent one of the budgets only a few hours before the deadline. I also have concerns about the financial situation we are currently in. It has also highlighted that there is less officer engagement with finances (across the team) than in previous years. This follows a pattern of problems with information sharing within the team within the officer team. I also have concerns about the disparity of budget allocation between different areas.

- **NUS and National Representation**

I recently attended NUS National Conference and there were some major issues within the transparency and accountability session. I have concerns about the complete lack of engagement NUS have with us and I do not believe that they are effectively lobbying for us nationally.

6. Self Reflection

Now that we are steadily heading towards the end of our year in office, I think I am becoming more motivated to get things moving along more quickly and becoming a bit better at saying no to things.

ACTIONS

The Board of Trustees are asked to note the report.

Contact:	Blake Walker – Community Officer	E-Mail: sucommunity@bath.ac.uk
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EDUCATION OFFICER REPORT

PURPOSE

The purpose of the following report is to illustrate progress made by the Education Officer under key headings.

REPORT

1. Update

Activities and work undertaken since the last meeting

- **Teaching Excellence Framework:**

In January, The Education Manager and I finished and submitted the Teaching Excellence Framework student submission. We were also both involved in the University submission and had very good support from the PVC for Education. This was a good opportunity to highlight areas of concerns in Education in the university as well as those of excellence and the relationship between the SU and University throughout this process was positive.

- **Academic Reps:**

Since the previous report, a further 2 Academic Councils have been held and the final Academic Council of the year will take place in April. At the most recent Academic Council, we were joined by the Assessment and Feedback Development Lead from CLT, who lead a session with the reps on assessment and feedback. The feedback collected will be considered when developing improvements for assessment and feedback across the university.

We are currently holding academic rep elections and shortly after we will have academic rep training sessions. As outlined in my previous report, one of my goals for the rest of the year is to make academic rep training more interactive and engaging. While this is still a working progress, the trainings have been amended to include more interactive activities and tasks, which will be trialled this semester.

- **Academic Exec:**

Over the past few months, I have been working with staff in the voice team to improve Academic Exec. We met as a team and invited the Faculty Reps and Senate Rep (who make up the exec) to share ideas for how Academic Exec can be more engaging, interesting and productive. We came up with several solutions such as having a clearer outline of responsibilities of members of the exec, a clearer purpose of the Academic Exec and an easier way for Faculty reps to interact with Academic Reps (e.g., a forum). There have also been discussions across the whole SU about the purpose of execs more generally and how we can improve them.

- **NUS National Conference**

Four of the Officers (President, Education, Sport and Community), as well as two student delegates, attended the 2023 NUS National Conference. I found the most useful part of this was talking with officers from other SUs, as it was a good way to exchange experiences and ideas. However, my overall experience at the conference wasn't the best. Discussions in the education stream of workshops centred very heavily on FE and conversations felt confusing and unproductive. There seems to be a lot of room for improvement, but I'm still glad I attended as some parts were useful.

- **Lecture Recordings**

This has been an ongoing issue over several years and while most lectures are recoded, there are still pockets where students are unable to get their lectures recorded. A few weeks ago, I met with a senior lecturer from the Department of Politics, Languages and International Studies (PoLIS), who showed me a list of all the modules in PoLIS, and how many hours of recordings each module had. This way we were able to identify where modules are being recoded and where they are not. The next steps are to work out why those modules aren't being recorded. It would be good to see this done more widely across the university, but it is currently unclear under which staff members in departments this would sit under.

- **Other updates:**

SU officer Elections took place earlier this month and it was great to see such a large number of candidates.

EDUCATION OFFICER REPORT

2. Goals

Aspirations and aims

- As mentioned above, Academic Exec is currently in need of improvement, and I aim to implement as much of this before the end of my term as I can so that next year it can run more smoothly.
- I have already started on preparing a handover for the next Education Officer, but as well as preparing my own handover, I have been keeping tracking of improvements and ideas for handover in general. Over the next few months, my aim is to put as many of these ideas into motion as I believe a good handover for the next team is essential.

3. Upcoming work, projects and events

Planned key work for the near future

- The Education awards will be taking place on the 3rd of May. This will be a great way to show our student leaders (Academic Reps, peer mentors and PAL leaders) recognition for their work this year. I am working closely with voice and peer support staff to organise this.
- Other upcoming work includes continuing to attend senior meetings to discuss relevant issues, academic rep training (as mentioned above), continuing to improve academic exec and improve ways in which we show reps recognition.

4. Personal Achievements

- I have led 3 Academic Councils so far and this has been quite challenging but also interesting as I really enjoy public speaking.
- I have also enjoyed working on the SU stall at refresh fair and on the election booth during elections as it was a really great way to be able to talk with students and has also helped me develop my confidence.

5. Concerns and Issues

- **SUmmit:**
There have been concerns among officers that SUmmit is not as productive or effective as intended, for example, at the most recent SUmmit we only had enough time to cover 2-3 standpoints, while last year there were usually 10 standpoints discussed at each SUmmit. Furthermore, the officers are not properly held to account at SUmmit or in general. I think the officers should be held to account more, from the beginning of the year.
- **Voice project Assistants:**
The Voice Project Assistants have not worked out as well as planned as I was not prepared for how much time and effort goes into planning or trained managing the tasks of five student staff. It has also been hard getting support from SU staff on this as everyone has such a high workload. Only some of the assistants have been assigned with projects and I think both officers and staff have struggled to find time to plan and manage other projects for the assistants to take on.

EDUCATION OFFICER REPORT

6. Self Reflection

I have learnt a lot over the past several months and gained a lot of confidence which has enabled me to challenge opinions a lot better than in the past. Something I need to improve on is developing a better understanding of budgets. With so many areas under my remit and a high workload, this has been something I haven't been able to give as much attention to as I would like, which is why in future I will seek more support from the finance team on this.

ACTIONS

The Board of Trustees are asked to note the report.

Contact:	Julia Kildyushova	E-Mail: sueducation@bath.ac.uk
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POSTGRADUATE OFFICER REPORT

PURPOSE

The purpose of the following report is to illustrate progress made by the Postgraduate Officer under key headings.

REPORT

1. Update

Activities and work undertaken since the last meeting

- **Doctoral graduation eligibility criteria**

Recently a decision has been made to change the eligibility criteria for doctoral students to attend the graduation ceremony, requiring students to have their degree approved by 29th March (earlier than before). I have worked closely with doctoral reps who published a petition to overturn this decision signed by 214 PGR Students. The petition has been presented in UDSC and I advocated on student's behalf. At the time of writing this report it is unclear if the decision will be overturned.

- **Ukraine Twinning language PAL**

Together with the community officer and the peer support team, we have been organising a new initiative between students at the University of Bath and the students at the National Taras Shevchenko University in Ukraine (twinned university). If all goes according to plan, three sessions will be held this academic year after the PAL leaders are trained at the end of March.

- **Top 10 (doctoral priority)**

I am still pleased of the progress being made for top 10 doctoral point. We have been having regular meetings with Joe (PVC Research) and Rachel (Academic director, doctoral). Since December, pastoral support for doctoral supervisor has been made mandatory, we started creating doctoral student-parents network, the research integrity training in going to be made live in April, doctoral mental health ambassadors are being trialled, and the current support structure communication has started to be updated.

- **Top 10 (cost of living)**

We have been having regular meetings with Cassie (PVC Student Experience); the survey of additional course costs has been sent out to all the DoT, and academic reps; the results and actions from the surveys as well as the SU cost of living survey will be presented in the next Cost of Living task and finish group.

- **Rep elections**

We are currently holding our Spring rep elections. The number of doctoral candidates continue to be very low.

- **Councils**

Since December we have held 2 Doctoral councils, 2 PGT councils and 2 Academic councils. One of the doctoral councils was attended by senior management from Doctoral College. I have continued to work to improve the councils, but the rep attendance is low.

- **PG Committee member in departmental societies**

Together with the activities officer we have wrote and presented a paper about introducing a PG Committee member in departmental societies with a high number of PG students. Despite the leadership committee's rejection of the paper as it was, we are determined to conduct additional research and revise it so that the PG committee member could be introduced the following academic year.

- **Emotional support animals in student accommodation**

I have continued to work closely with student support and safeguarding to introduce allowing emotional support animals on student accommodation. Currently a new policy has been developed, and a pilot for students to bring their emotional support animals on accommodation will start in the new academic year (requests from students will start being reviewed this May).

POSTGRADUATE OFFICER REPORT

- **UCU Strikes referendum**

After a referendum in February, the students have voted for the SU to not support the UCU strike action. We have continued to work closely with Julian (PVC Education) and Dai (UCU president) around the strike mitigation for students.

- **Doctoral Lunches**

Since December, we have organized several doctoral lunches; one in particular focused on cost of living and we got great feedback from students on how the SU and the University could strengthen their efforts in reducing costs for students. Despite doctoral student engagement so low this year, doctoral lunches remain a popular event and I am eager to keep them regular.

- **WonkHE Study Tour**

In January, I visited SUs in Sweden and Denmark; it was a very insightful trip and will help me when working on the new SU strategy.

2. Goals

Aspirations and aims

- **PG Officer Network**

The past year has shown how crucial it is to have more frequent communication with other PG Officers across the sector, which has led to my idea of the formation of a PG Officer network and regular meetings between us. I have been speaking with a few PG Officers already and we are collaborating in creating such network.

- **Social activities during summer**

Improve the social opportunities that PG students have during the summer: set up regular unwinding activities, host pet therapy sessions, and secure summer gym memberships at a reduced rate.

- **Lecture recording policy**

Pushing the University to finally implement a new lecture recording policy before the new academic year, whereby the majority of lectures are recorded (except those discussing sensitive topics) and available to students throughout the semester.

- **PGT Education and dissertation experience**

Set up a PGT experience working group, to make sure that PTES and Dissertation survey results are being discussed and any actions are being implemented.

3. Upcoming work, projects and events

Planned key work for the near future

- **PGT Experience**

The University has finally appointed a project manager who will work specifically with PGT Experience. We have already had our initial meeting and are planning to form a PGT Experience working group consisting of key University and SU staff. The focus groups on the PGT Experience will take place in the next weeks, and the findings will shed more light on important topics for PGT Students.

- **Top 10 (Doctoral point)**

This is the projects I will be working on in the upcoming months when it comes to the Doctoral top 10: holding the first meeting of doctoral student parents, updating the University bereavement policy for students, updating the University maternal and paternal policies for students, collaborating with Doctoral College on their new strategy, and continuing to work with the head of governance on support given to students when faced with academic misconduct.

- **SU Strategy**

Continuing to work with the SU staff, on developing a new SU strategy.

POSTGRADUATE OFFICER REPORT

- **Education Awards**

Working with the SU Staff and the Education/Community officers on planning and hosting the next education awards in May.

4. Personal Achievements

- I am very proud of finally achieving my emotional support animals on student accommodation goal. For many people it seemed like an impossible goal, as very few universities have such policies, but I am so glad to see that the student support and safeguarding see the benefit of pets for students' mental health. I really hope that the pilot goes well, and that having their emotional support animals around will help struggling students.
- I think the progress on the doctoral top 10 has been excellent, and I am glad that some of the senior management from Doctoral College are very open to collaborate with the SU.
- I am also very happy of the popularity of the doctoral lunches, and the feedback I have been receiving from students has been nothing but positive.
- Lastly, I am very proud of myself for running in the officer election again and being elected for another year. The election period was such a busy and stressful time for me, but I had a good time campaigning, meeting other candidates and talking with students about my achievements and goals.

5. Concerns and Issues

I think the way SUMmit runs really needs to be changed, because the way it is chaired right now is not very productive and we do not manage to achieve much during those meetings. I think if improved Summit could be an extremely beneficial committee to both the officers and the student leaders.

6. Self Reflection

I am very pleased on how my officer year is going and I am very comfortable in my position. I feel like the officer team has become very close and works great as a team. I think I could still improve my confidence when speaking up in committees and meetings as talking in meetings with senior management still gives me a lot of anxiety.

Running for officer elections made me realize that officers should speak with students more, and I am looking to improve that more, and find time in my calendar each week to go outside on the parade and answer any questions or concerns about my role. I think that would also improve the number of students running in SU elections as many students are still unsure about rep or exec roles and their benefit.

ACTIONS

The Board of Trustees are asked to note the report.

Contact:	Jura Neverauskaite	E-Mail: supostgrad@bath.ac.uk
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SPORT OFFICER REPORT

PURPOSE

The purpose of the following report is to illustrate progress made by the Sport Officer under key headings.

REPORT

1. Update

Activities and work undertaken since the last meeting

- **Bath Active** – This has been a large focus over the last few months, aiming to raise awareness of these sessions and highlighting the benefits of the program. Although keeping this program running during a staff re-structure and shortage, the program has seen a boost in purpose and awareness across the SU and University but now requires a more permanent staff lead to drive it forwards.
- **SU Sport Instagram** – The SU Sport Instagram has been a working progress this year to showcase student sport at the University. It has been a beneficial tool to boost engagement with committee and SU Sport members. This platform has allowed us to get quick feedback on things such as kit and promote more widely the Coach Education Subsidy, Volunteer Recognition Scheme and Blues Awards. This has also helped increase awareness with Bath Active, boosting numbers at sessions. It has also been a useful tool to share results quickly, recognising performances of our clubs.
- **Kit** – Surridge have been doing well for us over the academic year so far. It has been well received by the students and they all seem grateful of the reduced cost for the quality of kit they receive. There have been a few teething problems with new garments, but the students generally seem pleased with the honesty and service they have received. Students have also really enjoyed the flexibility of creating new items and designs. We will be doing some formal feedback during semester 2 ahead of match kit orders for the 2023/24 academic year. We are also working on other opportunities with Surridge such as placements and opportunities for students to get involved more widely.
- **Sports Club Catch Ups** – During January and February each sports club committee met and looked over budgets, development plans and generally how things have been going throughout the year to see where more support is potentially needed. For most clubs, everything seemed to be going well, but there were some common themes with others, such as: training space, BUCS team entries, sponsorships (and what they're used for), and storage. The Sports Team is currently looking at solutions for many of these areas for the next academic year and looking to formalise the process of entry and removal from BUCS. We have however, been encouraging sports clubs to ensure they are spending their annual club budget as the student members should be benefiting from it; we have seen an increase in spending following this.
- **Sulis Club** – Designs and costing have been done for the Sulis Club development and as an SU we have been very involved in the functionality of the space, ensuring that it would meet student needs. Unfortunately, the costing was far too expensive and has to be re-looked at and simplified before approval can be given. Chances of completion before the 2023/24 academic year are becoming less likely.
- **3G Pitch** – The 3G pitch is currently in planning and out to various consultations. It is looking very positive now, but we are anticipating a lot of resident feedback. An annual community use agreement review group has been formed and will be looking at the usage to be over the summer months when less students are in Bath. We are hopeful if successful the floodlit 3G pitch will be in place for the 2023/24 academic year.
- **Cost of Living** – Prior to the winter break the SU and Alumni Fund launched an Access Fund which intends to reduce the barrier of funding to accessing student groups and activities for 2022/23 only. This is a £5,000 pot which was used from an underspend in Alumni Funding from previous years. The fund is quite flexible and has covered gradings, competitions, travel, accommodation, and social applications so far, totalling £3,000. A paper has also been proposed to continue this funding alongside our usual grant going forward.

SPORT OFFICER REPORT

2. Goals

Aspirations and aims

- **Improvement of the recreational offer** – The recreational and Bath Active offer currently has no staff lead and relies on students organising with very little to no support. The offer currently gets high engagement in well established offers such as Inter Department Football, but requires more resource in order to grow the offer centrally and within clubs.
- **Facilities** – Working with the sports department to ensure facilities are safe and fit for purpose. In addition, making sure these are accessible for all students. Please see update section above for more information.
- **Inclusivity** – Working with sports clubs, SU Sports Exec and the sports department on initiatives to make Sport at Bath more inclusive for everyone.

3. Upcoming work, projects and events

Planned key work for the near future

- **Varsity** – This year Varsity is hosted away at Cardiff Metropolitan University and will be taking around 1,000 students total to participate and spectate in the day. This is a reduced amount from previous years, but students are excited to be a part of the event again.
- **Blues Awards** – With a change of venue to the Roman Baths and Pump Rooms, we are excited to host the annual Blues Awards again this year. Due to a drop off during the COVID period, this year we had around 100 more nominations across the board with most being concentrated in the colours categories. Criteria will be reviewed following the event to ensure wording and content remains achievable.
- **Exec review** – Looking at how the Exec currently function, the expectation students have of the roles going in and how this can be showcased more to get better engagement and more support into Exec ideas.
- **New Clubs** – We have had a number of new club proposals and also proposals for inclusion into BUCS. Reviewing these to see if/how these would be offered at Bath and discussing with staff members and SU Sports Exec to see what SU Sport can help facilitate.

4. Personal Achievements

- **BUCS Sustainability** – throughout my second term I have sat on BUCS Advisory Board and picked up on the lack of sustainability objectives and considerations for the organisation and events they run. After many conversations with other officers, and BUCS Board members, the Chief Executive launched a Sustainability Working Group which aims to look at BUCS, the partnerships the organisation hold, and share best practice between institutions. It is still in very early stages, but I am looking forward to how this group progresses.

5. Concerns and Issues

Content removed in line with section 99, of the Articles Of Governance.

SPORT OFFICER REPORT

ACTIONS

The Board of Trustees are asked to note the report.

Contact:	Elizabeth Stacey, SU Sport Officer	E-Mail: susport@bath.ac.uk
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ACTIVITIES AREA REPORT – March 2023

Updates

PARTICIPATION PROGRESS:

- A mapping exercise was completed that highlights the SU offer to university and the benefits of affiliating to the SU. Next steps are highlighting document to Cassie Wilson (Pro VC Student Experience) so that awareness of the issue around activity of non-SU groups and next steps are noted.

GROWING COMMUNITIES/ENGAGEMENT/MARKETING PROGRESS:

- Work has started on developing engagement with the Activity Exec- scheduled 1:1's to gather feedback around their experience that can then inform future training needs and support, role profiles have been updated and promoted as part of the election process.
- Volunteer area has developed relations with the University's 'community engagement' team so as to raise the profile of SU engagement and activity. Staff member attends monthly meetings with one of the Uni's team, an increase in PR around SU community engagement projects is evident
- Providing flexible space for students to be creative and with no agenda, Feel Good Fridays is bringing students into the building and creating an environment where students can meet others with similar interests.
- In Semester 1 62% of bookable spaces in the Edge were booked for use

INSPIRING CHANGE:

- An SU wide group have been working on development of training offer- core sessions and timeline have been agreed and trainers confirmed, online sessions created to compliment face to face sessions, FAQ sessions will be scheduled that also compliment face to face and online info. Chairs and Treasurers will be required to complete a minimum of online training, with restrictions in place if this is not achieved.
- Worked with Peer Support Manager to write up a draft structure outlining student recognition possibilities. Looking at keeping costings to a minimum. Final structure will go via Summit
- Revaluating the use of space within the Edge, providing multi-purpose areas to utilise space to its maximum

HOT TOPICS:

- Supported the University's 'Cozy Wednesday' scheme- an initiative offering a warm space for older community to come together to enjoy activities, delivered in Dartmouth Avenue
- V Team setting up a '[Hedgehog Friendly](#)' campus, run as a national scheme and part of a green initiative. Have sourced 400 tree saplings that Uni have agreed to plant. Aiming for the bronze award, offered by the programme. V Team have also developed their relationship with the Share and Repair charity and have so far delivered 3 'Repair cafes'- 2 on campus and 1 at Dartmouth Ave.
- Newly introduced Alumni Access Fund is being utilised, between January and the end of March nearly £3000 of the £5000 fund being allocated to students, allowing them to continue with extra-curricular activities. The SU Sport and the Activities Officers have written a paper to the University Alumni Committee requesting the ne fund to continue into the 2023-24 year.

Good News Stories

- Student Volunteer Week went well-the University press team got behind the initiative and even got a mention in the VC's fortnightly update
- The Society team launched the first round of 'Society of the Month' and received over 60 nominations
- A space has been offered by the University to the SU (the Esther Parkins Residence) with aim of appealing to international societies and support groups, has a fully kitted kitchen, dining room and additional social space. So far, a total of 6 societies have used the space to host dinners, meditation sessions and other such socials.
- Arts groups are delivering fanatic shows with the majority selling out, the Arts 'Take a Break' sessions are becoming fully booked on a regular basis.
- BUCS has seen its largest number of teams competing in BUCS Nig Wednesday (7 teams) and Conference cup (6 teams) in recent years.
- Increase in Blues Award nominations with an increase of 90 applications.

Challenges

- There has been a large percentage of leaders who have not completed either the Chair or the Finance training over this academic year. Hence the reasoning behind introducing stricter restrictions towards next year's Chair and Treasurer positions.
- The full time Volunteer Coordinator will be leaving at the end of March. This role mainly supports RAG/fundraising so is a concern as RAG are not being that active this year, despite the level of staff support they are being offered.
- The part time Volunteer Administrator's contract comes to an end in October due to the running out of external funding. A business case has been put forward advising that the role be made into a permanent contract.
- Delivery of Bath Active – capacity levels, staff are having to prioritise areas of work/ Current officer is supporting Bath Activators, but the area is still experiencing difficulties towards day-to-day operational needs towards the offer.
- Whilst the new Sports Coordinator is now in place, the training and handover of BUCS from the Sports Development Manager is taking time and impacting on workload across the area.
- Continued closure of the Edge café and the lack of environment this creates
- Not enough dressing room space. Current space in the Edge Theatre is for 18 people. The largest show in Semester 1 had a cast of 110. Other rooms around the building were used to accommodate but this meant cancelling other group bookings.
- Art Scholars take up a lot of Arts Team resource, question as to whether this meets with the SU core values? Due to staffing issues within the University Scholarships team the responsibility has fallen on the Arts Team to support which has a negative impact on our time to support SU Groups.

Strategy Focus	Area Plan Priorities 2022-23	Start	Expected Finish	Progress	Budget	RAG Rating
Participation	Adjust our engagement style/marketing depending on the audience we're aiming to attract.	09/22	03/23	Not started		A
	Inform leaders about what The SU is wanting to achieve regards participation and why. Empower student leaders to increase inclusivity.	10/22	Ongoing	Not started		A

	Clarification around the SU's offer to University departments and the benefits of student groups being affiliated to the SU.	09/22	11/23	On Track		G
Growing Communities: Engagement/Marketing	Continue to reaffirm the Edge as a student environment in which communities can grow.	09/22	Ongoing	Started		A
	Increase face to face engagement with students and student led groups, build relationships back up.	09/22	Ongoing	On track		G
	Showcase student group activity so as to recognise the extent and impact of the student group offer	09/22	Ongoing	On track		G
	Re-launch Bath Active through greater development of student activators. Link timetable of activities to objectives within engagement, loneliness and inclusion.	10/22	05/23	Started		A
	Introduce a new inter-halls sports offer. Create a league structure that can be delivered by the clubs themselves.	10/22	05/23	Started		A
Inspiring Change: Training. Evaluation, Student Leader Development.	Review how the area supports Top Ten/Uni strategies/Officer manifestos/National initiatives.	08/22	12/22			
	Develop the training offer (including handovers) so that student leaders are supported and committees are strengthened	10/22	04/23	On track		G
	Gather feedback to research the impact of the Activity area on the University and students?	02/23	04/23	Not started		A
	Research recognition of our student leaders- work with Peer Support Manager	02/23	05/23	Not started		A
Hot Topics: Health and Wellness, Cost of Living, Climate change framework	Build up a wellbeing programme across the area	09/22	03/23	Started		G
	Develop Social Prescribing offer within the arts area	10/22	Ongoing	Not started		A
	Continue developing student led green initiatives to support the Climate Action Framework	09/22	Ongoing	Needs more staff time		A
	Research possible events/projects/actions to support with the Cost of Living crisis	09/22	04/23	On track		A

Area Plan Priority Key:

Progress:

Completed | On Track | Behind/delayed | No Progress | Not Started

RAG (Red, Amber, Green) Rating

RAG Colour Code:	G	A	R
Progress:	<ul style="list-style-type: none"> Completed On Track 	<ul style="list-style-type: none"> Behind/delayed No Progress 	<ul style="list-style-type: none"> Behind/delayed No progress

		<ul style="list-style-type: none"> • Not started 	<ul style="list-style-type: none"> • Not started
Additional Factors/reasons:	<ul style="list-style-type: none"> • No Concerns 	<ul style="list-style-type: none"> • May still meet the deadline • Service/product/scheme may be delayed but no major impact on service provision to students • On track but there is a projected/actual overspend 	<ul style="list-style-type: none"> • Any project with a significant projected or actual overspend compared to budget (more than 10%) • Service is delayed or not started and is impacting or reasonably will impact services to students
Action Needed:	No action needed	<ul style="list-style-type: none"> • Area plan priority lead staff member to inform manager of concerns and mitigations in place. • Manager to assess if further action is needed. 	<ul style="list-style-type: none"> • Head of department to assess risks of project and what mitigations can be put in place. • Consider bringing the project to the next Leadership Committee for the committee to discuss potential mitigations. • In matters relating to significant overspend, the Finance Manager or Head of Finance should be consulted.

ADVICE AND SUPPORT AREA REPORT – March 2023

Updates

- **Between October and the end of February, we have given advice and support to >400 students** (n=416 new cases cf. an average of 420±25 in the same period since 2018).
- **We are preparing for a 14% increase in demand for academic advice in July and August.** Demand from Undergraduates for academic advice over Semester 1 exams (including IMCs, assessment offences and appeals) was 14% greater cf. to the same time last year. If this increase is replicated in the summer, we will experience a record of **273 new requests for academic advice over 8 weeks** (each taking approx. 1-3hours of Advisor's time, many with complex mental health needs). We have secured funding for an additional 'locum' Advisor for 6 weeks to help meet the increased demand and support the Advisor's wellbeing.

Good News Stories

From the Advisors:

- **Liz enabled a student to come to terms with a Category C outcome for a sexual misconduct case.** With Liz's support, the student was able to decide how to explain to his new flatmates why he had been moved and the pros and cons of telling his parents. The student said *"thank you for your support throughout this entire process and for not judging me, this ordeal would have been far more difficult without your help."*
- **Donna managed a very challenging situation, interceding several times during an investigative interview.** In the University's words, the case posed an 'unprecedented dilemma' for the University around how much information students are required to disclose when applying. While Advisors usually prepare students to do all the talking in an investigation, Donna interceded to challenge the boundaries and purpose of the investigation when the line of inquiry became inappropriate.

From the Advice Manager:

- **The University Mental Health Charter group** (chaired by the Pro-VC for Student Experience and VP Community and Inclusion) have committed to the 17 actions we recommended as part of the University application. After the Assessors visited campus in February, they praised the pragmatism, honesty and insights given by the students involved in the SU focus group.
- **The 'Respect' and 'Thrive' student experience groups have incorporated 3 major pieces of work into their action plans** based on our recommendations to resolve the barriers experienced by students (including how the University manages anonymous reports of harassment, subject access requests and disability support for extra-curricular activities). We continue to use evidence from our casework to hold the University accountable for making improvements, particularly for PGRs and international students.
- **Our leadership of the Southwest Advice Network** (with >20 HE partners) continues to create new opportunities for problem solving and idea sharing; in our December meeting we learnt demand for academic advice is greatest across most partners (typically 56% of all casework) followed by housing advice (22%) and financial advice (21%) although these are not offered by all services. Interestingly, we are relatively unique in the level of independent advice we offer to students responding to University investigations of harassment and sexual misconduct.

Challenges

Current:

- **Managing and quality assuring the safeguarding risks from increasingly casework.** As the remit of the University Student Support and Safeguarding Department expands, so does the complexity of the issues which students require independent support and advice (e.g. responding to allegations of sexual violence). Advice have requested two new cross-SU groups from the Chief Exec to monitor risk and reflect on processes and practice.

On the horizon:

- **The OfS are expected to introduce new regulations around harassment and sexual misconduct in Autumn 2023.** These will have pros and cons for resourcing decisions in SU Advice. Advice will chair a special interest group for SU staff to respond to the OfS proposal on the 31st March.
- **The phased introduction of curriculum transformation** will impact the workload and resilience of the Advice Team from September 2023. Currently, approx. 70% of our advice is related to academic processes. While changes will be introduced gradually across Departments, Advice will need a unique overview of all changes as students from across the University seek independent advice. If properly supported with time to review cases, we will be in the unique position to highlight unforeseen issues with the new changes.

Strategy Focus	Area Plan Priorities	Start	Expected Finish	Progress	Budget	RAG Rating
Systems and Processes	Regularly consider our stakeholder needs and set targets for engaging with under-represented students.	01/22	Ongoing	On track	n/a	Green
	Identify, understand and meet the changing needs of our stakeholders by using research, student experience and engaging in discussions about best practice with other Student Unions/Universities.	02/22	Ongoing	On track	n/a	Green
	Increase the resilience, efficiency and effectiveness of the Advice Team, ensuring we remain able to meet increasing demands.	02/22	Needed by Oct 2023	Started but budget restrictions limit opportunity to recruit new staff. Resilience of part-time Team is heavily impacted by staff absence.	£6.5k agreed for 'locum' Advisor in summer 2023.	Amber at present but could quickly become red if demand exceeds predicted levels coupled with a change in staffing.
	Develop processes to ensure we apply a standardised approach to all casework, reducing risks.	09/20	Needed by Oct 2023	On track	n/a	Amber
	Deliver SU and Advice projects more effectively and efficiently by developing staff and Officers using the Strengthscope profiling tool.	01/22	Ongoing	Completed/ On track	n/a	Green
Empower Students	Measure the impact our advice has on students' confidence, ability to cope and ability to make positive changes for themselves.	01/22	Ongoing	Progress delayed by access to data (Advice Manager)	n/a	Amber

				requested access in January in Annual Planning)		
	Work with students to identify and implement improvements to the students' experience (e.g. going through disciplinarys).	01/22	Ongoing	Completed/ On track	n/a	Green
	Develop and deliver an annual communication plan using varied methods, measuring the effectiveness of this particularly for under-represented groups.	05/22	09/23	Planning and execution behind	£300 allocated to promotion materials	Red
	Re-write all SU Advice webpages, using step-by-step guides which enable students to follow processes independently if they prefer not to speak to an Advisor.	07/22	09/23	Delayed	n/a	Amber
	Co-design and deliver new opportunities with student leaders to provide advice and support.	02/22	05/23	Completed/ On track	n/a	Green
	Support the Nightline and Student Minds Committees to overcome their challenges and achieve their objectives.	09/21	Ongoing	On track	n/a	Green
Represent and Develop	Use data, research and best practice from the sector to inform our Area Plan and resourcing decisions.	01/22	Ongoing	On track	n/a	Green
	Increase the visibility of Nightline and Student Minds, creating opportunities for collaboration with University working groups and projects.	01/22	05/23	On track	n/a	Green
	Collaborate more effectively with Voice and the Officers, giving evidence which supports the delivery of Top 10 issues and actions in the Student Experience sub-groups.	01/22	06/23	Collaboration within SU behind but progress in Uni sub-groups is on track	n/a	Amber
	Encourage other students to access our service by publish quantitative and qualitative feedback and evidence of the change we help students to make on our webpages	01/22	09/23	Delayed	n/a	Amber
	Recommend and achieve evidence-based improvements to University policies and processes (e.g. Registry and Student Support/ Safeguarding).	03/22	Ongoing	Completed/ On track	n/a	Green

Area Plan Priority Key:

Progress:

Completed | On Track | Behind/delayed | No Progress | Not Started

RAG (Red, Amber, Green) Rating

RAG Colour Code:	G	A	R
Progress:	<ul style="list-style-type: none"> Completed On Track 	<ul style="list-style-type: none"> Behind/delayed No Progress Not started 	<ul style="list-style-type: none"> Behind/delayed No progress Not started
Additional Factors/reasons:	<ul style="list-style-type: none"> No Concerns 	<ul style="list-style-type: none"> May still meet the deadline Service/product/scheme may be delayed but no major impact on service provision to students On track but there is a projected/actual overspend 	<ul style="list-style-type: none"> Any project with a significant projected or actual overspend compared to budget (more than 10%) Service is delayed or not started and is impacting or reasonably will impact services to students
Action Needed:	No action needed	<ul style="list-style-type: none"> Area plan priority lead staff member to inform manager of concerns and mitigations in place. Manager to assess if further action is needed. 	<ul style="list-style-type: none"> Head of department to assess risks of project and what mitigations can be put in place. Consider bringing the project to the next Leadership Committee for the committee to discuss potential mitigations. In matters relating to significant overspend, the Finance Manager or Head of Finance should be consulted.

MARKETING AREA REPORT – March

Updates

- Have had two new starters join at the end of February, Digital and Social Media Coordinator and Marketing Coordinator.
- Starting the process of going through a tender for the website provider. Currently out of contract and looking at given three providers the opportunity to tender. Currently working on a timeline and a plan for how the process will work.
- Begun a huge piece of work around the planning and coordinating of communications, working on a monthly calendar that can be used by all staff and also which focuses clearly on impact.
- Recruited three new Freshers' Week Event Managers who will be starting asap.

Good News Stories

- Fantastic improvement in election voter turnout and positive feedback on new artwork and branding.
- New starters already enhancing the video content that we are putting out.
- Social Media Stats doing really well and huge increase in engagement across most of our channels.

Challenges

- Currently have two vacant roles. One is the Sales Development role, this is a maternity cover and have been without someone since February and struggling to recruit. Looking at a potential placement student but this will leave a gap for at least 4 months where the work will have to be picked up by others.
- Too many messages were going out in February and early March. Messages were getting lost and confused.
- Some regular designers are now no longer available to use, needing to establish new ones but they are more expensive.
- Due to the current situation, there isn't any clear direction on spaces and the cause work so am not able to get ahead with signage and enhancing our tone of voice and style guide. Also conscious that to get spaces looking better and with correct signage etc it will have a cost and there isn't a lot of excess funds.

Strategy Focus	Area Plan Priorities	Start	Expected Finish	Progress	Budget	RAG Rating
Communication and content.	More proactive approach for comms planning. Decide on appropriate planning software that is accessible to all.	06/22	12/22	Delayed but in progress now	Within Marketing Budget	Amber
	Enhance our Video output but engaging new freelancers and potentially recruiting student video editors.	06/22	Ongoing	On track now have a staff member	Within Marketing Budget	Green

	Create templates for reporting on our social media channels and do monthly reports. Also look at how we can report on particular campaigns.	07/22	Ongoing	This is well on track but being done in a slightly different way now we have a new staff member.	Within Marketing Budget	Green
	Work with area managers and SU Officers to look at their priorities to see if they are in line with ours.	06/22	Ongoing	Starting to have meetings with each area.	Within Marketing Budget	Green
Branding and artwork.	Top level decision making on where we are going with cause.	?	?	Need the direction from the overall strategy.	NA	Amber
	Engaging designers to help support more generic templates that all areas can use with effective training.	06/22	Ongoing	Have some but need more but have recently lost some regular designers.	Marketing budget.	Amber
	Create effective training resources for students and staff.	06/22	Ongoing	New member of staff will begin once settled.		Amber
	Working on a prioritisation list for spaces and what needs to be done when and establishing a clear budget.	12/22	06/23	Waiting on top level strategy and a guarantee spaces are confirmed.	Will require budget but can't get quotes until know what we're looking to do.	Red
Website.	Map out a plan for how to standardise the website functions, such as how to title things etc.	06/22	Ongoing	On hold as going through tender process.	NA	Amber
	Create a road map for priorities of work.	06/22	Ongoing	On hold as going through tender process.	NA	Amber
	Use google analytics as well as student focus groups to get accurate feedback on the site.	06/22	Ongoing	Have got a first round of google analytics	NA	Green

				done in a template we are now using regularly. Student focus groups will form part of the tender process.		
	We need to put together a more effective package of training for all students and for new staff.	11/22	04/23	Ongoing with new staff member.	NA	Amber
	Research into other website channels and make a decision on signing with MSL.	06/22	04/23	This is part of the Tender process.	May require budget but details TBC.	Amber
	Look at what projects may need to be outsourced and explore MSL as well as freelancers for specific pieces of work.	06/22	Ongoing	Depends on tender process outcome.	NA	Amber
Income Generation.	Start Freshers' Sales really early to get a feel for how things might look.	03/22	09/23	Have started but stopped whilst role is vacant. Starting to pick this up again where possible.	NA	Amber
	Expand the opportunities for space on campus during freshers' for clients.	06/22	Ongoing	Have new opportunities to explore.	NA	Green
	Get clear guidance on where we can go with markets on campus. Work with areas to discuss new ideas for generating income in spaces or attached to events / activities.	06/22	Ongoing	On track.	NA	Green
	Hold job fairs on campus when appropriate and raise the price of advertising jobs via our website.	10/22	11/22	Haven't been able to hold one and now job is vacant.	NA	Amber

Area Plan Priority Key:

Progress:

Completed | On Track | Behind/delayed | No Progress | Not Started

RAG (Red, Amber, Green) Rating

RAG Colour Code:	G	A	R
Progress:	<ul style="list-style-type: none"> Completed On Track 	<ul style="list-style-type: none"> Behind/delayed No Progress Not started 	<ul style="list-style-type: none"> Behind/delayed No progress Not started
Additional Factors/reasons:	<ul style="list-style-type: none"> No Concerns 	<ul style="list-style-type: none"> May still meet the deadline Service/product/scheme may be delayed but no major impact on service provision to students On track but there is a projected/actual overspend 	<ul style="list-style-type: none"> Any project with a significant projected or actual overspend compared to budget (more than 10%) Service is delayed or not started and is impacting or reasonably will impact services to students
Action Needed:	No action needed	<ul style="list-style-type: none"> Area plan priority lead staff member to inform manager of concerns and mitigations in place. Manager to assess if further action is needed. 	<ul style="list-style-type: none"> Head of department to assess risks of project and what mitigations can be put in place. Consider bringing the project to the next Leadership Committee for the committee to discuss potential mitigations. In matters relating to significant overspend, the Finance Manager or Head of Finance should be consulted.

PEER SUPPORT AREA REPORT – March

Updates

- Peer mentor training and recruitment is ongoing and we're currently at 50% of our peer mentor target for the year. Recruitment and training will continue this semester with the aim to reach 80% of our target.
- A finance training module has been built and is undergoing initial review by staff in finance before being formally tested with staff and students. The aim is to launch this to new committees in June 2023.
- The team are currently supporting the organisation of the Groups Conference on 25 and 27 April.

Good News Stories

- We have allocated restricted funds to an expanded pilot of our PGT budgeting programme, ensuring we can provide peer-led support to 5-7 cohorts of PGT students in a bid to tackle PGT and International student loneliness. This will start in September 2023. Our findings from the initial pilot will be presented at the International Forum for Peer Learning in London on 22 March 2023.
- The average number of PAL sessions students have attended so far this year is currently 3.69 sessions per student. This is the highest average attendance on record and up from 3.28 sessions last year, indicating students are finding benefits to PAL and keep coming back.
- 79% of students reported that PAL helped them feel more confident on their course and 86% of students would recommend PAL to other students on their course.
- Off the back of an officer campaign, we created an online training module to help international students with their listening skills so they could better understand different accents. This accents training programme was trialled in February 2023 and 75% of those who took part would recommend the module to a friend. Minor amendments will be made before this is relaunched in the new academic year.

Challenges

- Staff illness at our busiest time has been a huge challenge to manage this semester.
- Peer mentor recruitment is slower in more departments than previous years.

Strategy Focus	Area Plan Priorities	Start	Expected Finish	Progress	Budget	RAG Rating
Growing Community: Community	Help University departments create a sense of community through Peer Mentoring and Peer Assisted Learning (PAL) activities.	03/21	05/22	Ongoing		
	Develop new and existing PG schemes to build postgraduate communities.	04/21	01/23	Complete		

	Develop relationships with University staff leading peer support schemes	06/21	05/22	Ongoing		
	Create skills-based communities through Skills Training sessions	06/21	05/22	Ongoing		
	Build community across the Peer Support department	10/21	12/22	Ongoing		
Inspiring Change: Student Leader Training	To create and develop online modules (Health & Safety, Finance, Wellbeing, etc)	09/19	04/23	Ongoing		
	To develop core training for student leaders [7]	03/21	04/23	Ongoing		
	To create a monitoring process to quickly identify students/groups who need to complete core training	08/21	10/22	Ongoing		
	To implement Student Leader Development Programme to create additional training opportunities.	02/21	05/22	On hold		
	To provide opportunities for student leaders to reflect on skills developed	08/21	05/22	Complete		
Growing Community: Volunteers Development	Maintain regular communication with all volunteers during the year, utilising different platforms.	06/21	05/23	Ongoing		
	Build community within and across schemes through regular drop-in opportunities.	06/21	05/22	On hold		
	Effectively measure volunteer experience, including volunteer community.	06/21	05/22	On hold		
	Roll out new rewards and recognition opportunities across all schemes.	06/21	05/22	Ongoing		
	Journey of progression for volunteers	06/21	05/22	Ongoing		
Participation: Widening Participation (WP) Students	Assess how many WP students volunteer and receive support in each scheme.	06/21	05/22	Complete		
	Understand impact of peer support on WP students	04/21	05/22	Ongoing		
	Restart Language PAL for Sept 2021, as this scheme supports a significant number of WP students	10/21	05/22	Complete		
	Develop Gold and Lloyds Scholars mentoring schemes to better support new Scholars.	07/21	05/22	On hold		

Area Plan Priority Key:

Progress:

Completed | On Track | Behind/delayed | No Progress | Not Started

RAG (Red, Amber, Green) Rating

RAG Colour Code:	G	A	R
Progress:	<ul style="list-style-type: none"> Completed On Track 	<ul style="list-style-type: none"> Behind/delayed No Progress Not started 	<ul style="list-style-type: none"> Behind/delayed No progress Not started
Additional Factors/reasons:	<ul style="list-style-type: none"> No Concerns 	<ul style="list-style-type: none"> May still meet the deadline Service/product/scheme may be delayed but no major impact on service provision 	<ul style="list-style-type: none"> Any project with a significant projected or actual overspend compared to budget (more than 10%)

		<p>to students</p> <ul style="list-style-type: none"> • On track but there is a projected/actual overspend 	<ul style="list-style-type: none"> • Service is delayed or not started and is impacting or reasonably will impact services to students
Action Needed:	No action needed	<ul style="list-style-type: none"> • Area plan priority lead staff member to inform manager of concerns and mitigations in place. • Manager to assess if further action is needed. 	<ul style="list-style-type: none"> • Head of department to assess risks of project and what mitigations can be put in place. • Consider bringing the project to the next Leadership Committee for the committee to discuss potential mitigations. • In matters relating to significant overspend, the Finance Manager or Head of Finance should be consulted.

STUDENT VOICE AREA REPORT – March

Updates

Associate Pro-Vice-Chancellor (Student Voice) Recruitment – Mentioned in the previous area report, the University has introduced two new senior staff roles. These are Associate Pro-Vice-Chancellor Student Voice and Associate Pro-Vice-Chancellor Education, Quality and Enhancement, both these roles function to support the workload of their respective Pro-Vice-Chancellors. Both roles have now been filled with Nathalia Gjersoe, taking up the role of APVC (Student Voice) and Momna Hejmadi, taking on the role of APVC (Education, Quality and Enhancement). Charlie Slack, Interim SU Deputy Chief Executive, is in regular contact with Nathalia to ensure a strong working relationship between the new roles and the Students' Union. Further information about these posts can be found here - [Appointments to new Associate Pro-Vice-Chancellor for Education and Student Experience roles \(bath.ac.uk\)](https://www.bath.ac.uk/news/2023/03/01/appointments-to-new-associate-pro-vice-chancellor-for-education-and-student-experience-roles/)

TEF (Teaching Excellence Framework) – Throughout January, the Education Officer and Education Manager pulled together the Students' Union submission of the Teaching Excellence Framework ready for the deadline on the 24th of January. All UK Universities and Students' Unions were invited to take part in the consultation, TEF was overseen by the Office for Students. The results, either Bronze/Silver/Gold won't be announced until the Autumn, however we can now expect this scheme to take-place every 4 years. The submission will have been sent to all members of the Trustee Board.

Research – December and January analysis took place on the Be Well Survey (an annual mental health and wellbeing survey which The SU facilitates as part of a joint project with the University) with results shared with the University's Student Experience Advisory Board. The SU is now in development talks with the University's Digital, Data and Technology team to develop a data dashboard to enable more efficient distribution of data to interested stakeholders and to free up time for the Insight and Engagement Manager and her student staff to focus on SU generated research.

January a survey was conducted into the impact of the increase in cost of living on students. Using some questions used nationally by NUS and triangulating with other data sources has enabled a clearer picture of the impact on University of Bath students at this time. This data will be presented to the University's Cost of Living Task and Finish Group.

Student staff are currently conducting focus groups with postgraduate students to develop insight into the Postgraduate student experience. This is timely as the University are due to begin a focus particularly on the postgraduate taught student experience. Insight gathered from these focus groups will be triangulated with other data and feedback from postgraduate students and fed through to University committees and presented at an upcoming PG Student Experience workshop chaired by the PVC Education.

The monthly pulse survey continues although response rates have declined this year. As we close off the current strategy consideration will be given to the development of this piece of work to ensure that we are collecting the data we need on our membership.

Academic Rep Spring Elections – The outcomes from the Spring Elections are as follows,

- This was the Second Year of running Academic Rep Elections during the Spring period – they function to fill roles ready for September 2023.
- 287 Positions were advertised within the Elections Period.
- When voting closed, 111 Positions have been filled, with 417 votes cast.

- Our of the 287 Positions Advertised, 94 had no candidates, 27 still had vacancies, 33 had an equal number of candidates to available positions and 19 were contested.
- The top three performing departments were Management, Physics & Mechanical Engineering
- The bottom three performing departments were Electronic & Electrical Engineering, Computer Science & Natural Sciences

All departmental election contacts were offered 1-1 meetings with the Student Voice Coordinator (Academic Representation) to discuss the setup of elections, whilst most departments attended these meetings, several refused. Furthermore, we are still experiencing departments who refuse to engage with the elections process.

*Note, due to the Student Voice Coordinator (Academic Representation) being off with sickness during the nominations period, the remaining vacant posts will be added to the upcoming SU By-Elections, within these we are aiming to double our numbers of filled positions.

Doctoral Reps Spring Elections – The outcomes from the Spring Elections are as follows,

- 67 Positions were advertised within the Elections Period
- When voting closed, we had 1 nomination for 1 position, with no votes received.
- Buy-in and promotion from Doctoral Departments is minimal, with many refusing to engage with the process.
- Student Voice Coordinator (Postgraduate) had offered 1-1 meetings with all election contacts to discuss setup. Whilst several took up the offer, very few were supportive of changing approach to doctoral elections.
- Whilst effort was made internally to promote the elections, we rely on staff within the Doctoral College to engage with promoting the elections. It is known that students respond positively to departmental communications, however, this was rarely done.

Doctoral Representation is considered a major area for review and enhancement within the Education Team. Engagement from students and University staff is dismal and it's very evident that current methods are not working. During summer, a review of Doctoral Academic Representation will take place, led by the Postgraduate Officer and Education Manager – the hope will be to explore best practice from across the sector and work with staff and students to implement new approaches.

Academic Rep Training – Our approach to training Academic Reps shifted during the Covid-19 Pandemic, where before it was primarily done in-person, the need to tailor for an online audience became essential. A considerable change that was adopted was the reduction of interactive activities and adopting a more lecture style approach as this was easier to deliver online. As we now come out of Covid and with most of our training now delivered in-person, Julia our Education Officer and our Student Voice Coordinator have been working together to update training and to return it to its pre-covid state. From next week the new version of training will be delivered, and we hope that by August any necessary updates will be made ready for Semester 1, 2023.

Departmental Communities – Following a meeting that took place between the Education Manager, Volunteering and Societies Manager and the Peer Support Manager, it was agreed that the Education Manager would take lead on this area of work. Whilst departmental societies have existed for many years, their growth and development has been somewhat stunted. The aim is to have a vibrant Academic Community of Staff and Students working together alongside their Academic Rep and PAL Leaders. Many other SU's from across the sector have begun to make this area of work a priority, and the hope is that by trialling improvements with 6 existing societies we can start to learn what is working and what isn't working and begin to update and refresh our approach to Departmental Communities. This work will be supported by the Education Officer, Postgraduate Officer and Activities Officer.

Staffing – The Student Voice Coordinator (Change & Inclusion) started on 3 January and the Change & Inclusion Manager started on 6 March. Following a delay in student staff onboarding by HR all student staff (admin support and research and data support) were added onto the system by January (following recruitment in October) however, some students had found other jobs or research projects we had hired them for had been cancelled as they were due to run in the first semester.

Good News Stories

Officer Elections – See the separate report for more detail. 22 candidates stood in the SU Officer elections, all positions bar one were contested. 4,626 individual voters voted in the election (23% of the student body) with over 20,000 votes cast. When speaking with colleagues in the sector we have performed particularly well in attracting high numbers of candidates in a year when other students' unions have struggled with unopposed candidates or needing to run by-elections for unfilled posts.

NUS Conference - 6 delegates (4 SU Officers and 2 students) attended NUS National Conference in March, contributing to national discussions on topics such as housing, accountability of national officers and education policy. 2 delegates will attend NUS Liberation Conference in April with a focus on equality, diversity and inclusion.

Challenges

Unitu – Following on from us successfully agreeing to partner with Unitu, a digital tool to support Student Representatives to engage with their constituent communities more effectively, we received an email back in January stating, "I'm sorry to let you know that due to an internal reshuffle and the withdrawal of two development partners from our program, we are currently putting the program on pause. We want to ensure that we have the necessary resources and adequate interest from development partners in the sector before proceeding." This update is disappointing as the value and output that the system offered was certainly unique. We have begun researching for alternative systems, as it's still very evident that our Academic Representatives need a digital system to support them in communicating with their peers.

Staffing – Staffing continues to be a problem. The Student Voice Coordinator (Change and Inclusion) left in November and the Change and Inclusion Manager in December, work to support this area of work therefore was picked up by the Insight and Engagement Manager and Education Manager in the interim (in addition to both acting up as Heads of Student Voice and Engagement part time. The position of Change and Inclusion Manager has recently been filled, with the post-holder starting on the 6th of March, the week after Officer Elections – this post would normally oversee the Officer Elections, however this considerable piece of workload had to be picked up by the Insight and Engagement Manager and Education Manager. With both the Insight and Engagement Manager, and Education Manager acting up as Interim Heads of Voice, and the Head of Voice, Charlie Slack, acting up as Deputy Chief Executive, and no Change and Inclusion Manager for 3 months, there has been a considerable management gap within across the Voice Team. The lack of staff capacity within the Voice Team has been raised consistently over the years which has led to us having to postpone or cancel projects and activities. The impact of this is that when we see the introduction of roles such as the APVC Student Voice, and with us having to cancel projects and activities, the university are consistently running projects and schemes of work that should be delivered within the Students' Union.

Student Staff – For 22/23, the Education Manager put forward a business case to hire student staff to support the Education and Postgraduate Officers in the development of key officer projects. This need was highlighted due to the considerable amount of time their predecessors for 21/22 were spending in meetings. Whilst all positions had been filled, the impact of these roles has so far not met expected expectations. The main impact has been due to the workload of the Education Manager. For example, throughout Semester 1, due to having the unfilled role of the Academic Rep Coordinator, the Education Manager, ran/oversaw/and developed the Autumn Academic Rep Elections, throughout January the Education Manager's workload was focussed predominantly on TEF, and throughout February their time was focussed heavily on Officer Elections – these together have resulted in not having the appropriate time to give to the student staff to set them off on their projects.

As previously reported delays with onboarding of the research student staff in particular by HR led to research projects and engagement activities being cancelled due to the student staff support not being available and the Insight and Engagement Manager not having capacity, a number of student staff by the time they were fully on the system informed the Insight and Engagement Manager that they had found other jobs and were therefore no longer available.

SUMmit - There have been challenges this year with the democratically elected Chair of SUMmit which has led to challenges with the effectiveness of the committee and some disengagement from members. SUMmit terms of reference are reviewed by the committee each year therefore feedback and input will be gathered before the April meeting.

Strategy Focus	Area Plan Priorities	Start	Expected Finish	Progress	Budget	RAG Rating
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	Green
	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	Green
	Realign elections timetable to undertake elections for returning students at the end of the academic year 21/22		06/22	On track	Yes	Amber
	Working with departments to expedite meeting minute approval to create a quarterly Student Voice report on emerging issues to be circulated to student and key staff stakeholders	07/21	ongoing	Completed	Yes	Green
	Redesign training and induction for academic representatives to provide effective skills development and knowledge sharing.	07/21	08/23	Ongoing	Yes	Amber
	Redevelop the role of Faculty Forums to enable participation by other relevant student leaders	08/21		Completed	Yes	Green
	Development of KPIs and benchmarking tool for departmental staff/students to use to self-assess student engagement performance			Not started	None	Amber
	Scoping of additional responsibilities within role of Academic Reps through development of additional competencies			Not started	None	Amber
	Roles of students within student engagement activities articulated and agreed	12/20	06/22	Completed	None	Green
	Data and research repository to be created across University with SU input	07/21		Behind/delayed	None	Amber
Growing Communities- Departmental Communities	Creation of Departmental Communities of SU student leaders; Academic Representatives, Peer Mentors, PAL leaders, Departmental Societies through Teams	06/21	01/24	In progress	None	Amber
	Redesigned Faculty Forums to ensure effective overview of student experience issues raised with Associate Dean and Faculty Reps	08/21		Completed	Yes	Green
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	Green
	Develop online guidance on submitting a standpoint and how the process is formal agreed or rejected, plus information on current standpoints and how standpoints	06/21	09/21	Completed	None	Green

	are used					
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	Green
	Agree process of triaging issues submitted to ensure timely action and response is provided to proposer	06/21	09/21	Completed	None	Green
	Identify opportunities to promote the Ideas to Action and standpoints mechanisms so students are aware of how they can make a change		12/21	Completed	None	Green
Inspiring change - SUMmit	Agree the SUMmit Terms of Reference through Board of Trustees	01/21	06/21	Completed	None	Green
	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	Green
	Working with Officers to create routine reports on activity in response to standpoints and other emerging issues	08/21	11/21	Completed	None	Green
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	06/22	Completed	Yes	Green

Area Plan Priority Key:

Progress:

Completed | On Track | Behind/delayed | No Progress | Not Started

RAG (Red, Amber, Green) Rating

RAG Colour Code:	G	A	R
Progress:	<ul style="list-style-type: none"> Completed On Track 	<ul style="list-style-type: none"> Behind/delayed No Progress Not started 	<ul style="list-style-type: none"> Behind/delayed No progress Not started
Additional Factors/reasons:	<ul style="list-style-type: none"> No Concerns 	<ul style="list-style-type: none"> May still meet the deadline Service/product/scheme may be delayed but no major impact on service provision to students On track but there is a projected/actual overspend 	<ul style="list-style-type: none"> Any project with a significant projected or actual overspend compared to budget (more than 10%) Service is delayed or not started and is impacting or reasonably will impact services to students

Action Needed:	No action needed	<ul style="list-style-type: none"> • Area plan priority lead staff member to inform manager of concerns and mitigations in place. • Manager to assess if further action is needed. 	<ul style="list-style-type: none"> • Head of department to assess risks of project and what mitigations can be put in place. • Consider bringing the project to the next Leadership Committee for the committee to discuss potential mitigations. • In matters relating to significant overspend, the Finance Manager or Head of Finance should be consulted.
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FINANCIAL POSITION UPDATE REPORT

PURPOSE

To update Trustees on The SU's financial position

REPORT

1. MANAGEMENT ACCOUNTS

- 1.1 Appendix 1 shows the management accounts for the period ending 28 February 23. They are presented split by departments as discussed with the committee.
- 1.2 These show a deficit of £28k, which is £39k less than budgeted for at this point.
- 1.3 Salary underspends across areas are currently exceeding the vacancy factor and are expecting to meet budget at the year end. Events are showing a deficit however this is down to timings as expenditure for Blues and Summer Ball has begun. Sports show a small overspend to date with BUCS transport unlikely to meet target however they expect this to be offset with other savings.
- 1.4 Main factor and continued cause for concern is in the bar area which is showing a deficit of £117k against year-to-date budget. Coffee sales are £10k down and food sales are £14k down on expected budget. Both areas are consistently coming in under budget.
- 1.5 Wet sales are up by £22K which is positive, however, cost of sales, particularly trading purchases are high, with year-to-date GP 56% falling short of the budgeted 62%.
- 1.6 Ticket sales for club nights are up against budget, but the costs of the arrangement with the external promotions company are providing a low return reflected in the overspend against non-pay costs.
- 1.7 In other commercial areas stall hire continues to do well and is currently £9k above what was forecast with future events and bookings looking positive.
- 1.8 The majority of other non-pay activity remains in line with budget.

2. RESERVES AND RESTRICTED FUNDS

- 2.1 Appendix 2 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 the committee an overall picture of SU finances.
- 2.2 The current balance of free reserves after minimum hold of £206k, absorbing the £28k year to date deficit, is £224k.
- 2.3 Capital purchases in the year to date have been the portable bar and new kitchen equipment totalling £21k. Pending capital commitments relate to the Chief Exec recruitments costs and end of year commercial shortfall.
- 2.4 Restricted funds have reduced to £151K year to date as groups expenditure begins to catch up with activity. The Activities teams are working with the groups plan and monitor spend in semester two.
- 2.5 Designated funds are £1.8k which should reduce before the end of the year as expenditure catches up with activity.
- 2.6 Rag income is £7k with transfers yet to be made to charities.

3. FORECAST

- 3.1 Appendix 3 shows a year end forecast against department. This has been submitted by the budget holders.
- 3.2 Overall, we are predicting a year end forecast of a £80k deficit.
- 3.3 There are a few variances across non-commercial areas of the SU which we expect to even out by the year end into a break even or small surplus position. An overspend in central union admin costs relate to costs of Chief Exec recruitment and professional fees relating to the VAT support.
- 3.4 Sport are carefully monitoring the spend on transport in Bucs and are prepared to limit activity if need be.
- 3.5 Advice and Peer support have savings on casual staff as they have operated differently this year. Voice cancelled their conference due to low numbers and have other casual staff and non-pay expense underspends due to staff vacancies affecting operation in the area.

FINANCIAL POSITION UPDATE REPORT

- 3.6 The main contributor to the deficit is the large shortfall in bars income of £89k. The area has not recovered from a disappointing performance in Semester 1.
- 3.7 This is detailed in the Commercial Report which is to follow.
- 3.8 This area remains a concern, as has been previously flagged to this committee which have confirmed that they are prepared to underwrite a shortfall from reserves as a one off this year.

4. AUDIT RECOMMENDATIONS

- 4.1 One Audit Finding and Recommendation rated with medium risk was reported this year. This relates to the clarification of restricted and unrestricted funds specifically when transferred from the University.
- 4.2 The Finance Manager is seeking confirmation on receipt of any funds from the recipient to provide back up for the classification in our accounts.
- 4.3 Other advisory recommendations
 - Monitoring volumes of non-primary trading activity post covid to ensure it doesn't increase above threshold for tax liability.
 - VAT review - see paper on supply of staff
 - Fraud Risk Assessment to be brought to trustees at later meetings.

ACTIONS

The Board of Trustees are asked to note the report.

Contact:	Emily Burstow Finance Manager Helen McHenry Head of Finance	E-Mail: ejb237@bath.ac.uk sushmw@bath.ac.uk
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FINANCIAL POSITION – APPENDIX 1

APPENDIX 1 MANAGEMENT ACCOUNTS

Unrestricted / Core Summary By Department	Year	October	November	December	January	February	YTD			Annual budget remainin g
	2022/23 Budget	2022 Actual	2022 Actual	2022 Actual	2023 Actual	2023 Actual	Actual 2022-23	Budget 2022-23	Variance to budget	
	£	£	£	£	£	£	£	£	£	
Union Administration										
Income	2,045,664	146,240	231,355	167,370	181,157	167,327	1,183,664	1,175,097	8,567	862,000
Salaries	-469,405	-50,931	-69,041	-60,237	-53,008	-62,468	-394,902	-392,469	-2,432	-74,503
Other Pay Costs	-157,107	-155	-961	-2,828	-1,679	-5,926	-12,805	28,554	-41,359	-144,302
Non Pay Expenditure	-244,215	-14,468	-14,988	-44,228	-4,598	-13,500	-185,343	-191,208	5,864	-58,872
Total	1,174,941	80,687	146,365	60,077	121,872	85,432	590,615	619,975	-29,360	584,323
Advice & Support										
Income	0	0	0	0	0	0	0	0	0	0
Salaries	-142,398	-11,365	-12,870	-11,847	-11,824	-11,824	-82,459	-83,066	606	-59,939
Other Pay Costs	-11,066	0	0	0	0	0	0	-11,066	11,066	-11,066
Non Pay Expenditure	-7,539	-42	-44	-50	-1,372	-345	-4,743	-7,082	2,339	-2,796
Total	-161,003	-11,407	-12,914	-11,897	-13,196	-12,169	-87,202	-101,213	14,011	-73,801
Arts										
Income	193,332	22,453	17,549	15,299	18,707	19,524	122,765	111,944	10,821	70,567
Salaries		-5,447	-12,385	-13,354	-13,887	-13,697	-71,697	-80,095	8,398	71,697
Other Pay Costs	-137,306	-1,070	-2,836	-4,771	2,447	-528	-8,315	0	-8,315	-128,992
Non Pay Expenditure	-59,900	-3,396	-4,246	-11,371	-8,378	-4,088	-32,839	-35,108	2,269	-27,061
Total	-3,874	12,540	-1,918	-14,197	-1,110	1,210	9,914	-3,260	13,174	-13,789
Commercial (Bars)										
Income	1,012,950	207,722	160,430	89,006	50,127	114,163	714,326	670,632	43,694	298,624
Salaries	-153,455	-8,258	-8,552	-12,111	-12,145	-12,145	-66,785	-89,515	22,731	-86,670
Other Pay Costs	-234,886	-66,259	-43,595	-23,994	-24,024	-29,466	-198,328	-155,188	-43,140	-36,558
Non Pay Expenditure	-510,470	-101,344	-112,601	-43,423	-37,947	-61,477	-462,520	-321,276	-141,244	-47,951
Total	114,139	31,860	-4,318	9,478	-23,988	11,075	-13,306	104,653	-117,959	127,445
Commercial (Other)										
Income	28,600	1,270	855	0	0	3,060	30,645	27,800	2,845	-2,045
Salaries							0	0	0	0
Other Pay Costs	0	0	0	0	0	0	0	0	0	0
Non Pay Expenditure	-1,340	-636	0	0	0	-70	-997	-1,220	223	-343
Total	27,260	634	855	0	0	2,990	29,648	26,580	3,068	-2,388

FINANCIAL POSITION – APPENDIX 1

Unrestricted / Core Summary By Department	Year	October	November	December	January	February	YTD			Annual budget remainin g £
	2022/23 Budget £	2022 Actual £	2022 Actual £	2022 Actual £	2023 Actual £	2023 Actual £	Actual 2022-23 £	Budget 2022-23 £	Variance to budget £	
Events										
Income	414,450	6,604	31,923	460	-3,500	2,504	245,052	196,800	48,252	169,398
Salaries	-22,500	-1,875	-1,875	-1,875	-1,875	-1,875	-13,125	-13,125	0	-9,375
Other Pay Costs	-28,691	-13,385	-1,454	1,625	-400	0	-25,258	-15,176	-10,082	-3,433
Non Pay Expenditure	-371,135	-49,332	-57,051	5,261	-7,113	-3,597	-213,580	-165,800	-47,780	-157,555
Total	-7,876	-57,988	-28,457	5,471	-12,888	-2,968	-6,911	2,699	-9,610	-965
Marketing										
Income	44,500	6,853	2,864	3,746	6,933	3,996	37,142	29,000	8,142	7,358
Salaries	-167,090	-8,019	-8,190	-8,330	-8,467	-8,975	-61,517	-97,469	35,952	-105,573
Other Pay Costs	-20,750	-3,654	-2,087	-1,946	-2,095	-2,018	-15,331	-12,344	-2,987	-5,419
Non Pay Expenditure	-39,487	-5,770	-3,014	-3,318	-4,221	-1,841	-30,177	-25,659	-4,518	-9,310
Total	-182,827	-10,590	-10,427	-9,849	-7,850	-8,838	-69,883	-106,472	36,589	-112,944
Media										
Income	0	67	120	148	0	416	750	0	750	-750
Salaries							0		0	0
Other Pay Costs	0	0	0	0	0	0	0	0	0	0
Non Pay Expenditure	-6,369	-44	-92	-191	-805	-1,664	-4,199	-4,671	472	-2,170
Total	-6,369	23	28	-44	-805	-1,248	-3,449	-4,671	1,222	-2,920
Peer Support										
Income	0	0	0	0	0	0	0	0	0	0
Salaries	-154,240	-9,998	-11,463	-12,489	-13,117	-12,546	-82,402	-89,973	7,571	-71,838
Other Pay Costs	-2,000	-243	-43	286	0	0	0	-1,250	1,250	-2,000
Non Pay Expenditure	-3,900	-232	-17	-168	-25	-13	-520	-2,225	1,705	-3,380
Total	-160,140	-10,473	-11,523	-12,371	-13,142	-12,559	-82,922	-93,448	10,526	-77,218
Societies										
Income	5,000	0	0	0	0	4,845	4,845	5,000	-155	155
Salaries	-67,678	-5,691	-4,869	-4,260	-6,488	-5,492	-38,759	-39,479	720	-28,919
Other Pay Costs	0	0	0	0	0	0	0	0	0	0
Non Pay Expenditure	-8,760	-3,048	-506	-30	-619	-29	-4,270	-8,420	4,150	-4,490
Total	-71,438	-8,739	-5,375	-4,290	-7,106	-676	-38,184	-42,899	4,715	-33,254

FINANCIAL POSITION – APPENDIX 1

Unrestricted / Core Summary By Department	Year	October	November	December	January	February	YTD			Annual budget remainin g £
	2022/23 Budget £	2022 Actual £	2022 Actual £	2022 Actual £	2023 Actual £	2023 Actual £	Actual 2022-23 £	Budget 2022-23 £	Variance to budget £	
Hall Reps										
Income	1,750	0	0	0	0	0	0	1,094	-1,094	1,750
Salaries	-42,670	-3,578		-4,558	-3,057	-3,057	-21,408	-24,891	3,483	-21,262
Other Pay Costs	-511	-239	0	85	-149	0	-303	-319	16	-208
Non Pay Expenditure	-12,300	-109	-1,390	-2,977	-453	-362	-5,560	-8,322	2,762	-6,740
Total	-53,731	-3,926	-1,390	-7,450	-3,659	-3,420	-27,271	-32,438	5,168	-26,460
Sport										
Income	132,490	91,920	8,144	8,833	8,783	10,795	138,821	124,490	14,331	-6,331
Salaries	-181,146	-16,380	-14,620	-13,002	-12,699	-14,588	-104,036	-105,669	1,633	-77,111
Other Pay Costs	-5,500	0	0	-6	-1,611	-3,129	-4,861	-3,042	-1,820	-639
Non Pay Expenditure	-254,538	-28,505	-58,246	-18,268	-7,544	-35,665	-178,937	-162,053	-16,883	-75,601
Total	-308,695	47,035	-64,722	-22,443	-13,071	-42,587	-149,013	-146,274	-2,739	-159,681
Student Voice										
Income	0	0	1,644	0	0	0	1,644	0	1,644	-1,644
Salaries	-244,320	-17,009	-14,491	-17,475	-17,200	-21,911	-125,628	-142,520	16,892	-118,692
Other Pay Costs	-7,973	0	-97	-1,209	-163	-201	-1,423	-4,983	3,561	-6,550
Non Pay Expenditure	-19,155	180	-1,626	-317	-475	-1,116	-4,448	-13,135	8,687	-14,707
Total	-271,448	-16,829	-14,570	-19,001	-17,838	-23,229	-129,855	-160,638	30,783	-141,593
Volunteering										
Income	0	0	0	0	0	0	0	0	0	0
Salaries	-85,789	-7,163	-7,113	-7,144	-7,124	-7,124	-49,995	-50,044	49	-35,794
Other Pay Costs	0	0	0	0	0	0	0	0	0	0
Non Pay Expenditure	-1,500	-59	-80	-430	-84	-82	-758	-1,268	510	-742
Total	-87,289	-7,223	-7,193	-7,574	-7,208	-7,206	-50,752	-51,311	559	-36,537
Total Surplus/deficit	1,650	45,603	-15,559	-34,091	10	-14,191	-28,572	11,282	-39,854	30,218

FINANCIAL POSITION APPENDIX 2
APPENDIX 2 RESERVES AND RESTRICTED FUNDS

Summary of SU : 7 months to 28 February 2023					
	Reserves / Rollover funds	Net surplus/deficit 7 months to 28 February 2023	Reserves / carry forward		
	£	£	£		
Unrestricted funds:					
Union Administration		590,615			
Advice & Support		-87,202			
Arts		9,914			
Commercial (Bars)		-13,306			
Commercial (Other)		29,648			
Events		-6,911			
Marketing & web site		-69,883			
Media		-3,449			
Peer Support		-82,922			
Societies support		-38,184			
Hall reps		-27,271			
Sport		-149,013			
Student Voice		-129,855			
Volunteering support		-50,752			
Unrestricted funds: Total	549,627	-28,572	521,055		
Restricted funds:					
Societies: Individual groups	52,196	18,663	70,859		
Societies : Centrally administered	9,872	660	10,532		
Sports: Individual clubs	51,912	95,040	146,951		
Sports : Centrally administered	119,918	48,738	168,656		
Policy & Activism Groups	780	0	780		
Media Central	234	661	895		
Alumni	43,274	-6,386	36,888		
SCP	37,804	9,542	47,346		
Student Development	50,854	-6,929	43,924		
Club Assets	31,125	-8,395	22,729		
Restricted funds:Total	397,968	151,593	549,561		
Designated Funds:					
Volunteering, Support and Liberation Groups	10,399	1,824	12,223		
Designated Funds:Total	10,399	1,824	12,223		
Custodian Funds:					
RAG	2,064	7,245	9,309		
Custodian Funds: Total	2,064	7,245	9,309		
GRAND TOTAL	960,059	132,089	1,092,148		
Unrestricted funds: Total					
Less:					
Tangible Fixed Assets	69,655	21,420	91,075		
Unrestricted free reserves	479,972		429,980		
Minimum permanent reserves held	206,000		206,000		
Free reserves available	273,972		223,980		

FINANCIAL POSITION – APPENDIX 3

Unrestricted / Core Summary By Department	Year	YTD			Year End Forecast			Explanatory notes
	2022/23 Budget	Actual 2022-23	Budget 2022-23	Variance to budget	Forecast 2022-23	Annual Budget 2022-23	Variance 2022- 23	
	£	£	£	£	£	£	£	
Core Salaries	-1,650,250	-913,440	-962,646	49,206	-1,650,250	-1,650,250	0	Expected to match
Total	-1,650,250	-913,440	-962,646	49,206	-1,650,250	-1,650,250	0	
Union Administration								
Income	2,045,664	1,183,664	1,175,097	8,567	2,050,664	2,045,664	5,000	Variance due to expected CE Recruitment costs and increase in professional fees
Other Pay Costs	-221,400	-145,292	-127,600	-17,692	-230,000	-221,400	-8,600	
Non Pay Expenditure	-244,215	-185,343	-191,208	5,864	-260,000	-244,215	-15,785	
Total	1,580,049	853,029	856,290	-3,260	1,560,664	1,580,049	-19,385	
Advice & Support								
Income	0	0	0	0	0	0	0	saving on the amount transferred to groups
Other Pay Costs	-11,066	0	-11,066	11,066	-6,500	-11,066	4,566	
Non Pay Expenditure	-7,539	-4,743	-7,082	2,339	-5,085	-7,539	2,454	
Total	-18,605	-4,743	-18,148	13,405	-11,585	-18,605	7,020	
Arts								
Income	193,332	122,765	111,944	10,821	200,000	193,332	6,668	Expenditure higher in semester two, expectation to meet budget
Other Pay Costs	0	-8,315	0	-8,315	-11,000	0	-11,000	
Non Pay Expenditure	-59,900	-32,839	-35,108	2,269	-55,568	-59,900	4,332	
Total	133,432	81,611	76,835	4,776	133,432	133,432	0	
Commercial (Bars)								
Income	1,012,950	714,326	670,632	43,694	1,056,645	1,012,950	43,695	Casual staff, cost of sales and non pay expenditure all exceeding budget.
Salaries	-153,455	-66,785	-89,515	22,731	-130,724	-153,455	22,731	
Other Pay Costs	-234,886	-198,328	-155,188	-43,140	-278,027	-234,886	-43,141	
Non Pay Expenditure	-510,470	-462,520	-321,276	-141,244	-622,887	-510,470	-112,417	
Total	114,139	-13,306	104,653	-117,959	25,007	114,139	-89,131	
Commercial (Other)								
Income	28,600	30,645	27,800	2,845	28,600	28,600	0	Freshers Fair exceeded budget, street food market doing well
Other Pay Costs	0	0	0	0	0	0	0	
Non Pay Expenditure	-1,340	-997	-1,220	223	-1,340	-1,340	0	
Total	27,260	29,648	26,580	3,068	27,260	27,260	0	
Events								
Income	414,450	245,052	196,800	48,252	460,234	414,450	45,784	Events performing well and despite in overspend in Freshers week expect to come in above budget.
Other Pay Costs	-28,691	-25,258	-15,176	-10,082	-34,843	-28,691	-6,152	
Non Pay Expenditure	-371,135	-213,580	-165,800	-47,780	-405,971	-371,135	-34,836	
Total	14,624	6,214	15,824	-9,610	19,420	14,624	4,796	

FINANCIAL POSITION – APPENDIX 3

Unrestricted / Core Summary By Department	Year	YTD			Year End Forecast			Explanatory notes
	2022/23 Budget	Actual 2022-23	Budget 2022-23	Variance to budget	Forecast 2022-23	Annual Budget 2022-23	Variance 2022- 23	
	£	£	£	£	£	£	£	
Marketing								
Income	44,500	37,142	29,000	8,142	44,500	44,500	0	Income remains strong on target to come in on budget
Other Pay Costs	-20,750	-15,331	-12,344	-2,987	-20,750	-20,750	0	
Non Pay Expenditure	-39,487	-30,177	-25,659	-4,518	-39,487	-39,487	0	
Total	-15,737	-8,366	-9,003	637	-15,737	-15,737	0	
Media								
Income	0	750	0	750	0	0	0	Expected to match
Other Pay Costs	0	0	0	0	0	0	0	
Non Pay Expenditure	-6,369	-4,199	-4,671	472	-6,369	-6,369	0	
Total	-6,369	-3,449	-4,671	1,222	-6,369	-6,369	0	
Peer Support								
Income	0	0	0	0	0	0	0	saving on student staff, hybrid meetings have reduced other outgoings
Other Pay Costs	-2,000	0	-1,250	1,250	0	-2,000	2,000	
Non Pay Expenditure	-3,900	-520	-2,225	1,705	-2,485	-3,900	1,415	
Total	-5,900	-520	-3,475	2,955	-2,485	-5,900	3,415	
Societies								
Income	5,000	4,845	5,000	-155	5,000	5,000	0	performing well and due to come in on budget
Other Pay Costs	0	0	0	0	0	0	0	
Non Pay Expenditure	-8,760	-4,270	-8,420	4,150	-8,760	-8,760	0	
Total	-3,760	575	-3,420	3,995	-3,760	-3,760	0	
Hall Reps								
Income	1,750	0	1,094	-1,094	1,750	1,750	0	performing well and due to come in on budget
Other Pay Costs	-511	-303	-319	16	-511	-511	0	
Non Pay Expenditure	-12,300	-5,560	-8,322	2,762	-12,300	-12,300	0	
Total	-11,061	-5,863	-7,548	1,684	-11,061	-11,061	0	
Sport								
Income	132,490	138,821	124,490	14,331	137,585	132,490	5,095	This is to be closely monitored
Other Pay Costs	-5,500	-4,861	-3,042	-1,820	-6,500	-5,500	-1,000	
Non Pay Expenditure	-254,538	-178,937	-162,053	-16,883	-254,935	-254,538	-397	
Total	-127,548	-44,978	-40,605	-4,372	-123,850	-127,548	3,698	

FINANCIAL POSITION – APPENDIX 3

Unrestricted / Core Summary By Department	Year	YTD			Year End Forecast			Explanatory notes
	2022/23 Budget	Actual 2022-23	Budget 2022-23	Variance to budget	Forecast 2022-23	Annual Budget 2022-23	Variance 2022- 23	
	£	£	£	£	£	£	£	
Student Voice								
Income	0	1,644	0	1,644	5,144	0	5,144	Voice conference cancelled, underspend on students staff and other non pay
Other Pay Costs	-7,973	-1,423	-4,983	3,561	-4,973	-7,973	3,000	
Non Pay Expenditure	-19,155	-4,448	-13,135	8,687	-19,299	-19,155	-144	
Total	-27,128	-4,227	-18,118	13,891	-19,128	-27,128	8,000	
Volunteering								
Income	0	0	0	0	0		0	performing well and due to come in on budget
Other Pay Costs	0	0	0	0	0	0	0	
Non Pay Expenditure	-1,500	-758	-1,268	510	-1,500	-1,500	0	
Total	-1,500	-758	-1,268	510	-1,500	-1,500	0	
Total Surplus/deficit	1,646	-28,572	11,282	-39,854	-79,942	1,646	-81,587	

SU Complaints and Disciplinary Report

PURPOSE

To update the Board on the number and nature of complaints and disciplinarys received by The SU.

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REPORT

1. Background

- 1.1. The SU has its own procedures for handling complaints and administering disciplinary to student members in line with relevant policies which are on the governance section of the website.
- 1.2. Leadership Committee are regularly provided with updates on the number and nature of complaints and disciplinarys received by The SU.

2. Complaints

2.1. Since the beginning of this academic year (2022-23) there have been eight formal complaints submitted to The SU which are outlined in the table below:

Complaints 2022-23		SU Areas								Total
		Officer	Student Voice	Activities	Student Groups	Student Experiences	Peer Support	Advice & Support	Other	
Complainants	Undergraduate	0	0	0	1	2	0	0	1	4
	Postgraduate	0	0	0	0	0	0	0	0	0
	Public	0	0	0	4	0	0	0	0	4
	University	0	0	0	0	0	0	0	0	0
	Total	0	0	0	5	2	0	0	1	8
Response	No actions taken	0	0	0	2	0	0	0	0	2
	SU actions taken	0	0	0	3	2	0	0	1	6
	SU Appeal Stage 1	0	0	0	0	0	0	0	0	0
	SU Appeal Stage 2	0	0	0	0	0	0	0	0	0

- 2.2. The number of complaints received is in line with complaint numbers received by the SU over the past 4 academic years (+/- 2) with the exclusion of 2019-20 which saw 12 complaints.
- 2.3. In addition to the complaints above two complaints were received about university matters that were referred to the SU Advice Centre and University Student Support services.

3. Student Member Disciplinary

- 3.1. There have been 5 reported disciplinary cases this academic year. Three were referred to the University due involving bodily harm or sexual harassment and two cases were resolved using informal processes.
- 3.2. This year has seen a significant decrease in Student member disciplinarys

Year	Number of Disciplinarys
2018-19	40
2019-20	71
2020-21	15
2021-22	44
2022-23	5

SU Complaints and Disciplinary Report

3.3. It is unclear why there has been such a significant decrease in disciplinary numbers. Due to previous disciplinarys mainly relating to conduct in the SU Venue the Plug and Tub it is possible a combination of lower footfall and cost of living has resulted in fewer intoxicated disputes leading to fewer disciplinarys.

3.4. It should also be noted the University's and the SU's continued work on consent and harassment training such as '#BetheChange' which may have increased awareness to inappropriate behaviour and University disciplinary channels resulting in fewer cases initially coming to the SU before being referred to the University.

ACTIONS

The committee are asked to note this report.

Contact: Beki Self – Senior Administrator (Governance)	E-Mail: ras232@bath.ac.uk
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PURPOSE

To provide the Board of Trustees with the outcome of the officer elections and an overall review of the election.

REPORT

1. The Student Union (SU) runs Officer elections each year in accordance with the procedures set out within its Articles of Governance and published election rules. The Board of Trustees delegates responsibility for the running of elections to the Returning Officer and their Deputy Returning Officers who are reviewed annually.
2. This year the elections were held between Monday 5 December 2022 and Friday 2 March 2023. Nominations were open Monday 5 December – Monday 20 February, polling was live Tuesday 28 February – Friday 2 March. The following were elected to be the Officer team for 2023/24:



Jimena Alamo
SU President



David Lam
Activities Officer



Hanna Hajzer
Community Officer



Amber Snary
Education Officer



Jura Neverauskaite
Postgraduate Officer



Abbie Watkin
Sport Officer

For full details on each candidate visit: <https://www.thesubath.com/elections/officers/candidates/>

3. The table below (Table 1) provides a comparable overview for the Officer elections carried out for the last three years.

<i>Table 1</i>	2023	2022	2021	2020	2019	2018
Number of individual voters:	4,626	2,549	3,783	4,978	4,046	5,095
Turnout:	23%	12.2%	18.8%	25.3%	22.5%	28.5%
Total number of votes:	20,122	8,444	16,587	23,365	20,264	26,392
Abstentions:	2808	1,108	1,381	2,277	1,853	2,762
Candidates at start:	22	9	11	14	11	15
Grievances:	7	2	1	2	6	38

4. Our candidate numbers were up by 13 compared to the 2022 elections and 11 since the 2021 elections, likewise our turnout also increased to 23%, a similar level to 2019. All positions had candidates following nominations closing therefore no extension period was required in 2022.
5. The election process continued its return to an in-person process as used prior to the pandemic. New branding for the elections was created and used by the Marketing team successfully. The SU allowed Student Groups to endorse candidates, if they wished, for the first time this year. This led to a perceived increase in engagement from students within the Groups in the elections process and we will seek further feedback from the groups to evaluate this rule for the year ahead. In lieu of being able to offer sustainability linked incentives for numbers of votes received (funding for this was a one off and not available for 2023) The SU offered a daily prize draw of voters, with three £50 gift card prizes awarded to students.
6. Steps were taken to safeguard candidate welfare, including daily 1:1s with staff mentors and drop-ins, plus an additional offer of a session with the University wellbeing service in the week after the elections for all candidates. In light of the increases in cost of living the maximum amount to be reimbursed to each candidate for their campaign expenses was increased from £10 to £20. Overall, the elections again had a positive tone, evidenced by a low number of grievances, and supported anecdotally from the daily meetings with candidates.
7. The Returning Officer and Deputy Returning Officers have reviewed the recent elections and are planning to review the promotion and support around the Officer Elections to identify how to continue the successful levels of engagement in 2023.
8. As agreed previously by the Board the number of Deputy Returning Officers was increased from one to three, this worked well particularly when dealing with grievances and supporting candidates to allow for a more equal distribution of workload and collective decision making. The Democratic Procedures Team met daily to talk through any submitted grievances and to act in an advisory capacity for the Deputy Returning Officers.
9. Two cases were referred to the External Appeals Officer at the request of a candidate, but in both cases, the Returning Officers verdict was upheld.
10. Officers (not running as candidates) were members of Democratic Procedures Team and assisted with general promotion during the voting period. There was some discussion about the involvement of Officers in Questions to Candidates events and in mentoring activities but was decided by the Returning Officer that for the sake of ensuring fairness and impartiality (or the perception thereof), Officers would not take part.

ACTIONS

The Board to review the outcome of the election and determine whether any targets should be set in relation to next year’s election.

Contact:	Charlie Slack Returning Officer and Deputy Chief Exec (interim)	E-Mail: suscas@bath.ac.uk
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REPORT ON OFFICER ELECTIONS OUTCOME

R7

APPENDIX 1: ELECTIONS DATA

SU President

Candidate Name	Round 1	Round 2	Round 3	Round 4	Round 5	Round 6	Round 7	Total Votes	3202
Quota	1601	1575.5	1474	1352	1204	1040.5	807.5		
Jimena Alamo	681	683	689	707	744	784	853		
Ronaldo Butrus	405	405	410	421	436				
Esther Jennings-Kirk	310	311	318						
Will Moule	526	528	535	549	574	600			
Dan Page	241	241							
Blake Walker	399	399	400	411					
Jack Wilson	583	584	596	616	654	697	762		
R.O.N	57								
	R.O.N Eliminated	Dan eliminated	Esther Eliminated	Blake Eliminated	Ronaldo Eliminated	Will Eliminated	Jimena Elected		

Community Officer

Candidate Name	Round 1	Total Votes	2711
Quota	1355.5		
Hanna Hajzer	2502		
R.O.N	209		
	Hanna elected		

Education Officer

Candidate Name	Round 1	Round 2	Round 3	Round 4	Total Votes	2796
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REPORT ON OFFICER ELECTIONS OUTCOME

R7

Quota	1398	1357	1319.5	1174
Tanisha Aggarwal	344	344	346	
Amber Snary	1233	1234	1244	1278
Zisis Tzifas Kratiras	1044	1045	1049	1070
Pieter Van Ellewee	91	91		
R.O.N	84			
	R.O.N eliminated	Pieter eliminated	Tanisha eliminated	Amber Elected

Postgraduate Officer

Candidate Name	Round 1	Round 2	Round 3	Total Votes	2685
Quota	1342.5	1285	947.5		
Jura Never	1026	1031	1083		
Arundhati Sharma (Dhati)	750	750			
Lydia Wang	787	789	812		
R.O.N	122				
	Ron Eliminated	Arundhati Eliminated	Jura Elected		

Sports Officer

Candidate Name	Round 1	Total Votes	2811
Quota	1405.5		
Abbie Watkin	1713		
Ben McElroy	1013		
R.O.N	85		
	Abbie Elected		

Activities Officer

REPORT ON OFFICER ELECTIONS OUTCOME

R7

Candidate Name	Round 1	Round 2	Round 3	Round 4	Total votes	3202
Quota	1544.5	1521	1346	1168.5		
Finlay Bertram	523	523	543	581		
Joe Cryer	450	452	473			
David Lam	1150	1151	1168	1204		
Vanda Sigel	484	486	509	552		
Jodie Young	430	430				
R.O.N	72					
	Ron Eliminated	Jodie Eliminated	Joe Eliminated	David was Elected		