

Committee:	Leadership Committee
Location:	President's Office
Date & Time:	Thursday 16 August 2018 at 3 p.m

Present:	
Andrew McLaughlin	Chief Executive (Clerk)
Eve Alcock	President (Chair)
Alisha Lobo	Community Officer
Jiani Zhou	Postgraduate Officer
Andy Galloway	Sport Officer

1. Apologies for absence

Name	Reason	Accepted
Gregory Noakes	Annual Leave	Yes
Mandy Wilson-Garner	Annual Leave	Yes
Jack Kitchen	Annual Leave	Yes
Kimberley Pickett-McAtackney	Annual Leave	Yes

2. Notice of any other business

No items were identified for discussion under any other business.

3. Declaration of conflict of interest

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

4. Terms of Reference

The committee discussed the Terms of References for the Operations sub-committee noting a few amendments to be made. They decided not to adopt them until they had opportunity to discuss them with the Governance & Executive Support Manager.

The committee discussed the Terms of References for the Leadership committee noting a few amendments to be made.

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

5. Minutes of Sub-committee meetings

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

6. Project Management

6.1. Project/campaigns for approval

There were no projects at this time to be approved.

6.2. Ongoing projects/campaigns

This item was not discussed.

7. Review of the Strategic Plan

This item was not discussed.

8. Any other business

No items had been previously identified for discussion.

The meeting ended at 5pm.

Item number	Action	Responsibility
4	Amend the Terms of References for the Operations Sub-committee and Leadership committee for presenting at the next Leadership committee meeting.	Governance & Executive Support Manager