

Meeting:	<b>Leadership Committee</b>		
Location:	<b>President's Office</b>		
Date & Time:	<b>Wednesday 25<sup>th</sup> September 2019 at 9am</b>		
<b>Present:</b>			
Francesco Masala	Activities Officer (Chair)		
Ruqia Osman	Education Officer		
Tom Sawko	Sport Officer		
Eve Alcock	President		
<b>In attendance:</b>			
Gregory Noakes	Governance & Executive Support Manager (Secretary)		
Andrew McLaughlin	Chief Executive		
Mandy Wilson-Garner	Deputy Chief Executive		
Tim Stoneman	Postgraduate Students Co-ordinator		
Bryony Hitchcock	Data Insights & E-Marketing Lead		
Amy Young	Engagement & Quality Co-ordinator		
Item			
1.	<b>Apologies for absence</b>		
	<b>Name</b>	<b>Reason</b>	<b>Accepted</b>
	Jiani Zhou	PGT induction talk	Yes
	Alisha Lobo	Illness	Yes
2.	<b>Notice of any other business</b>		
	No items were identified for discussion under any other business.		
3.	<b>Declaration of conflict of interest</b>		
	No committee members declared a conflict of interest in any item on the agenda.		
4.	<b>Minutes of previous Committee meeting</b>		
	The minutes of the previous meeting were approved and signed by the Chair ( <i>See R1 of the Committee reports</i> ).		
4.1.	<b>Matters arising from the previous Committee meeting</b>		
	The Committee received a report on matters arising from the previous meeting ( <i>see R2 of the Committee reports</i> ).		
	The Chief Executive gave a further verbal update regarding Paperclip noting that the Marketing Manager had reviewed the proposed contract. They were concerned that this would negatively impact on commercial income.		
4.2.	<b>Decisions made without a meeting since the last meeting</b>		
	The Committee received a report on decisions taken without a meeting since the last meeting ( <i>See R3 of the Committee reports</i> ).		
5.	<b>Postgraduate Research Experience Survey (PRES)</b>		

	<p><b><i>(The Postgraduate Students Co-ordinator joined the meeting at this point)</i></b></p> <p>The Committee received a report on PRES (See R4 of the Committee reports) and presentation from the Postgraduate Students Co-ordinator.</p> <p><b>QUESTION:</b> An Officer asked why the response rate was so low for PRES?  <b>ANSWER:</b> The Postgraduate Students Co-ordinator noted they weren't sure and the committee discussed possible reasons why this might be.</p> <p>The Committee discussed the results which they noted could be seen as slightly inconsistent in areas i.e. low satisfaction with supervision given but high satisfaction with supervisor.</p> <p><b>ACTION: The Postgraduate Students Co-ordinator to circulate PDES report to Leadership committee.</b></p> <p><b><i>(The Postgraduate Students Co-ordinator left the meeting at this point)</i></b></p>
6.	<p><b>Student Life Pulse (SLP) Benchmarking 2018/19</b></p> <p><b><i>(The Engagement &amp; Quality Co-ordinator and Data Insights &amp; E-Marketing Lead joined the meeting at this point)</i></b></p> <p>The Committee received a report on SLP (See R5 of the Committee reports) and presentation from the Engagement &amp; Quality Co-ordinator and Data Insights &amp; E-Marketing Lead.</p> <p><b>QUESTION:</b> An Officer asked how this survey is shared with students?  <b>ANSWER:</b> The Engagement &amp; Quality Co-ordinator explained that this is emailed out to students by Altline.</p> <p>An Officer noted that the way that Altline communicate to students might be tailored towards students more engaged with The SU putting students less engaged with The SU off from completing the survey. The Data Insights &amp; E-Marketing Lead noted that this might be something they could address when this survey is brought in-house.</p> <p>The Committee discussed how issues affecting students in their University life such as poor bus services might impact on these survey results as they might believe The SU can do more.</p> <p><b><i>(The Data Insights &amp; E-Marketing Lead left the meeting at this point)</i></b></p>
7.	<p><b>The value of a students' union research</b></p> <p>The Committee received a report on the value of Students' Union research (See R6 of the Committee reports) and presentation from the Engagement &amp; Quality Co-ordinator.</p> <p><b>QUESTION:</b> An Officer asked if this survey gave the option for respondents to respond neutrally?  <b>ANSWER:</b> The Engagement &amp; Quality Co-ordinator confirmed that there was.</p> <p><b><i>(The Sport Officer and Engagement &amp; Quality Co-ordinator left the meeting at this point)</i></b></p>
8.	<p><b>SU Strategy update</b></p>

	<p>The Committee received a report on strategy update (<i>See R4 of the Committee reports</i>).</p> <p>The Committee discussed how best to engage students within the development of the next strategy. They agreed that this could be mentioned at the first SUmit meeting with a larger focus in the second meeting.</p> <p><b>QUESTION:</b> An Officer asked what constitutes a 'meaningful election'?</p> <p><b>ANSWER:</b> The Chief Executive explained having more than one student standing for election and cutting down on number of by-elections. The Committee agreed that this should be changed to 'taking the bureaucracy out of elections'.</p> <p>The Deputy Chief Executive suggested and the Committee agreed that this strategy needs a timeline to set out the priority order for completing areas within the strategy.</p> <p><b>QUESTION:</b> An Officer asked what was meant by bringing all 'groups under one umbrella'?</p> <p><b>ANSWER:</b> The Chief Executive explained this would mean keeping them where they are but having a more streamlined approach to how they operate and are managed.</p>
9.	<p><b>Draft Trustees' Annual Report</b></p> <p>The committee received a report on the draft Trustees' Annual Report (<i>See R5 of the committee reports</i>).</p> <p>The Chief Executive noted that there had been a few amendments to the draft Trustees' Annual Report in response to some suggestions raised by auditors and Rob Clay (Trustee).</p> <p>The committee agreed to recommend the amended draft Trustees' Annual Report to the Board at their next meeting.</p>
10.	<p><b>Any other business</b></p> <p>No items had been previously identified for discussion.</p>

**The meeting ended at 10.38am.**

Item number	Action
5	The Postgraduate Students Co-ordinator to circulate PDES report to Leadership committee.

