

Committee:	<b>Operations Committee Minutes</b>		
Location:	<b>President's Office</b>		
Date & Time:	<b>Tuesday 25<sup>th</sup> September 2018 at 9.00 a.m</b>		
<b>Present:</b>			
Eve Alcock	President (Chair)		
Jiani Zhou	Postgraduate Officer		
Alisha Lobo	Community Officer		
Kimberley Pickett-McAtackney	Activities Officer		
Andy Galloway	Sport Officer		
Jack Kitchen	Education Officer		
Andrew McLaughlin	Chief Executive		
Mandy Wilson-Garner	Deputy Chief Executive		
Charlie Slack	Student Voice Manager		
Lauren Harris	Marketing Manager		
<b>In attendance:</b>			
Gregory Noakes	Governance & Executive Support Manager (Clerk)		
Item			
1.	<b>Apologies for absence</b>		
	<b>Name</b>	<b>Reason</b>	<b>Accepted</b>
	Emma Quixley	Work commitments	Yes
2.	<b>Notice of any other business</b>		
	The following items were identified for discussion under any other business:		
	1) Barclays		
	2) GIF		
	3) Board of Trustees report template		
	4) University Marketing misrepresentation		
	5) QSU		
	6) Fresh opening hours		
3.	<b>Declaration of conflict of interest</b>		
	No committee members declared a conflict of interest in any item on the agenda.		
	Committee members were reminded to declare any conflict of interest if it arose during the course of the meeting.		
4.	<b>Minutes of previous meeting</b>		
	The minutes of the previous two meetings were approved and signed by the chair.		
5.	<b>Matters arising from previous meeting</b>		
	<b>ACTION:</b> Student Voice and Activities Officer to write Nestle paper to update the committee on the company's ethical position.		
	<b>OUTCOME:</b> Long term action.		
	<b>ACTION:</b> Chief Executive to discuss the microwave in the graduate centre with Peter Lambert.		
	<b>OUTCOME:</b> Still to be actioned.		

	<p><b>ACTION:</b> Education Officer to bring more details on what the sponsored BBA project could be.</p> <p><b>OUTCOME:</b> The Education Officer reported that Business Bachelor Association (BBA) were interested in working with The SU on project around ethics vs commercial. A meeting has been arranged for them to meet with the Chief Executive to further discuss the project.</p>
6.	<p><b>Representation and planning</b></p> <p>The Student Voice Manager shared and went through the student voice report with the committee.</p> <p>The committee discussed the recent news around Student Unions restricting speech on Anti-Abortion and whether The SU (Student Union) needed a policy in place on this. They agreed that the current policies and procedures in place were clear and robust enough to handle the matter if it arose at The SU.</p> <p>The committee discussed two pre-sessional students who had contacted the Postgraduate Officer after they had failed to pass the IELTS test. They had raised the issue that there was no process in place for them to appeal. The committee agreed that this issue needed to be raised with the University and discussion had on what would happen with the two students.</p> <p><b>ACTION: Pre-sessional students lack of appeal process to be raised with the University.</b></p> <p>Committee members reported on meetings they had attended since the last meeting and meetings they were due to attend.</p>
7.	<p><b>Priority communications</b></p> <p>The Marketing Manager reported on priority communications.</p> <p>The committee discussed and agreed that The SU should publish:</p> <ul style="list-style-type: none"> <li>• Details on the 'Never okay' report and support tool</li> <li>• Bus campaign update</li> <li>• 3G pitch update</li> <li>• Top 10</li> </ul>
8.	<p><b>Reputational risk</b></p> <p>The following reputational risks were identified for discussion:</p> <p><b>1) Lacrosse</b></p> <p>The President reported that Lacrosse student group members had been conducting a campus wide recruitment in which they had been attending Freshers accommodation parties and pressuring people to join Lacrosse. This had disrupted the work of Freshers week captains who had been unable to attend due to overcapacity.</p>
9.	<p><b>Executive Committee issues, including financial variations</b></p> <p>No executive committee issues were raised.</p>
10.	<p><b>Any other business</b></p> <p>The following items had been previously identified for discussion:</p>

**1) Barclays**

The committee noted that the People and Planet group were considering taking action against Barclays due to their wide use of fossil fuels around the world.

**2) GIF**

The University had warned The SU not to use GIFs in case of copyright issues. The committee considered the risk but believed that being a non-profit organisation they were exempt from this and would therefore continue to use GIFs.

**3) Board of Trustees report template**

The Chief Executive reported on the new template for Board of Trustees reports that would soon be circulated for comment.

**ACTION: Governance & Executive Support Manager to circulate the Board of Trustees report template.**

**4) University Marketing misrepresentation**

The committee noted that University marketing were still continuing to misrepresent The SU with incorrect information about the Union.

**5) QSU (Quality Student Union)**

The Chief Executive and Deputy Chief Executive reported on their trips to York where they had discussed how QSU could be used to benefit Student Unions.

**6) Fresh opening hours**

The committee noted changes to Fresh opening hours and agreed that this needed to be raised with the University.

**ACTION: Changes to Fresh opening hours to be raised with the University.**

The meeting ended at 9.55 am.

Item number	Action	Responsibility
5	Write Nestle paper to update the committee on the company's ethical position.	Student Voice and Activities Officer
5	Discuss the microwave in the graduate centre with Peter Lambert.	Chief Executive
6	Pre-sessional students lack of appeal process to be raised with the University.	
10	Circulate the Board of Trustees report template.	Governance & Executive Support Manager

10	Changes to Fresh opening hours to be raised with the University.	
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