

Meeting:	Operations Committee Minutes		
Location:	1 East Meeting Room		
Date & Time:	Tuesday 09 October 2018 at 9.00 a.m		
Present:			
Eve Alcock	President (Chair)		
Jiani Zhou	Postgraduate Officer		
Alisha Lobo	Community 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		
Emma Quixley	Advice & Community Manager		
In attendance:			
Gregory Noakes	Governance & Executive Support Manager (Clerk)		
Item			
1.	Apologies for absence		
	Name	Reason	Accepted
	Kimberley Pickett-McAtackney	Working at home	Yes
2.	Notice of any other business		
	The following items were identified for discussion under any other business:		
	1) Complaints & Disciplinary Process		
	2) Sponsorship Contracts		
3.	Declaration of conflict of interest		
	No committee members declared a conflict of interest in any item on the agenda.		
	Committee members were reminded to declare any conflict of interest if it arose during the course of the meeting.		
4.	Minutes of previous meeting		
	The minutes of the previous meeting were approved and signed by the chair.		
5.	Matters arising from previous meeting		
	ACTION: Write Nestle paper to update the committee on the company's ethical position.		
	UPDATE: Ongoing.		
	ACTION: Speak with Peter Lambert about the recent content of the newspaper Bath Time.		
	OUTCOME: The Chief Executive reported that they had met with Peter Lambert to discuss the newspaper Bath Time. Peter Lambert had expressed concerns over some of the content.		
	The Chief Executive had suggested that a better approach would be to write a letter to the editor of the newspaper expressing these concerns. The editor could then respond appropriately.		

	<p>The committee discussed the newspaper and agreed that it would be useful to gather feedback from the executive committees to help the newspaper develop further.</p> <p>ACTION: Feedback to be gathered from executive committees on the newspaper Bath Time.</p> <p>ACTION: Discuss the bus route changes with Peter Lambert. OUTCOME: The Chair reported that they had met with Peter Lambert to discuss bus route changes. They noted that the University were still reluctant or unwilling to take any action on this issue.</p> <p>The committee discussed the issue and what further actions could be taken. They noted that there was an issue with the replacement buses that were being used in that they were not easily accessible to people with disabilities.</p> <p>The committee discussed and agreed that creating a campaign group might help co-ordinate a more effective response to the issue.</p> <p>ACTION: Create a campaign group to continue to promote the issues with the bus route changes.</p> <p>ACTION: Add Advice & Support item to the agenda. OUTCOME: Completed</p> <p>ACTION: Amend Board of Trustees report template. OUTCOME: Completed</p>
6.	<p>Representation and planning</p> <p>The Student Voice Manager shared and went through the student voice report with the committee.</p> <p>They noted that the graduate centre had been closed and that the University were progressing the matter further without input from The Student Union (SU) which was not what had previously been agreed. The committee agreed that the matter should be raised with the University.</p> <p>ACTION: Student Voice Manager and Postgraduate Officer to meet and raise the matter of the graduate centre further with the University.</p> <p>The Student Voice Manager noted that zero hour contracts were being discussed by the University as some concerns had been expressed around these types of contracts. The committee discussed noting that zero hour contracts worked for student staff as it gave them the flexibility to fit the work in around their studies and social time. However, it was also noted that while the committee believed this to be true they had no evidence to support this. They therefore agreed to that research should be conducted to see if this was indeed the case.</p> <p>ACTION: The Deputy Chief Executive to speak with the Student Development Manager about zero hour contracts.</p>
7.	<p>Priority communications</p> <p>The Marketing Manager reported that the promotion of the elections was the priority for communications this week.</p>
8.	<p>Advice & Support Issues</p>

	<p>The Advice & Community Manager reported that the number of students who had used the advice & support team this year during Freshers' week was down from last year. For the year 2017-18 200 students had used the advice & support team during Freshers' week. This year 130 students had used the advice & support team during Freshers' week.</p> <p>The main focus of these enquires currently was academic appeals, course changes and council taxes.</p> <p><i>(The Postgraduate Officer left the meeting at this point)</i></p>
9.	<p>Reputational risk</p> <p>The following reputational risks were identified for discussion:</p> <p>1) Student Club Pictures</p> <p>The Marketing Manager noted that they had come across several pictures on club Instagram that might be considered inappropriate. The Sport Officer reported that they had already taken some action on the matter by raising the matter with the club's chair.</p> <p>2) Score Tickets</p> <p>The President noted that it had been brought to their attention that Score tickets were being bought and sold at inflated prices. The committee discussed what actions could be taken to prevent this.</p>
10.	<p>Executive Committee issues, including financial variations</p> <p>No executive committee issues were raised.</p> <p>The committee noted the process by which the elections committee was appointed had changed.</p> <p><i>(The Community Officer left the meeting at this point)</i></p>
11.	<p>Any other business</p> <p>The following items had been previously identified for discussion:</p> <p>1) Complaints & Disciplinary process</p> <p>The committee discussed the Complaints & Disciplinary process and agreed that this needed more time than this meeting provided to discuss appropriately.</p> <p>2) Sponsorship contracts</p> <p>The Marketing Manager noted that there were a few issues of clubs signing up for sponsorships which stipulated within their contract reporting back to the sponsors on specific things.</p>
<p>The meeting ended at 10.30 am.</p>	

Item number	Action	Responsibility
5	Write Nestle paper to update the committee on the company's ethical position.	Student Voice Manager & Activities Officer
5	Feedback to be gathered from executive committees on the newspaper Bath Time.	
5	Create a campaign group to continue to promote the issues with the bus route changes.	President & Student Voice Co-ordinator
6	Meet and raise the matter of the graduate centre further with the University.	President & Postgraduate Officer
6	Speak with the Student Development Manager about zero hour contracts.	Deputy Chief Executive