

Meeting:	Operations Committee Minutes		
Location:	1 East Meeting Room		
Date & Time:	Tuesday 16 October 2018 at 9.00 a.m		
Present:			
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		
Mandy Wilson-Garner	Deputy Chief Executive		
Charlie Slack	Student Voice Manager		
Lauren Harris	Marketing Manager		
Emma Quixley	Community & Advice Manager		
In attendance:			
Gregory Noakes	Governance & Executive Support Manager (Clerk)		
Item			
1.	Apologies for absence		
	Name	Reason	Accepted
	Andrew McLaughlin	Other work commitments	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 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		
	Amendments to the minutes of the previous meeting were noted. These minutes would be approved and signed by the Chair at the next meeting after the amendments were made.		
5.	Matters arising from previous meeting		
	ACTION: Student Voice Manager & Activities Officer to write Nestle paper to update the committee on the company's ethical position.		
	UPDATE: Ongoing.		
	ACTION: Feedback to be gathered from executive committees on the newspaper Bath Time.		
	OUTCOME: The Community Officer gave some initial feedback they had received from their Executive committee. Other Officers would report back when their Executive committees met.		
	ACTION: President & Student Voice Co-ordinator to create a campaign group to continue to promote the issues with the bus route changes.		
	UPDATE: This to be completed as part of the top ten action planning.		
	ACTION: Student Voice Manager and Postgraduate Officer to meet and raise the matter of the graduate centre further with the University.		

	<p>OUTCOME: Still to be actioned.</p> <p>ACTION: The Deputy Chief Executive to speak with the Student Development Manager about zero hour contracts.</p> <p>OUTCOME: Still to be actioned.</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>The Chair reported on the latest actions carried out since the last meeting concerning the bus route changes made by the bus company First.</p> <p>The committee was notified that strike action by University staff over pensions and pay was likely to occur. It discussed the best way to engage students on the issue to see how best to represent them in the event that strikes went ahead.</p> <p>ACTION: Student Voice Manager and Chair to meet to discuss how best to represent students in the event of strikes.</p> <p>The Community Officer reported that HR was requesting them to inform student staff that they cannot work over 20 hours. The committee discussed and agreed that HR should be the one to inform student staff of this.</p> <p>The committee noted that the senate and CSSU meetings were happening this week.</p> <p>The Student Voice Manager reported that they would be bringing the effective behaviour framework to share with the committee to get Officer feedback on it ahead of using it with the Review panel this year.</p>
7.	<p>Priority communications</p> <p>The Marketing Manager reported that priority communications this week were around rugby at the rec and the People's March.</p> <p>The Chair volunteered to write a blog on the People's March as they would be attending.</p> <p>The committee discussed how best to communicate priority issues and the top ten.</p> <p>ACTION: The Marketing Manager to review the top ten Student Union (SU) web page.</p> <p>It was noted that this year's student were currently favouring snap chat as their favourite means of communications.</p>
8.	<p>Advice & Support Issues</p> <p>The Advice & Community Manager reported that 86 students had contacted the advice & support team this week.</p>
9.	<p>Reputational risk</p> <p>No reputational risks were identified for discussion.</p>
10.	<p>Executive Committee issues, including financial variations</p> <p>No executive committee issues were raised.</p>

	<p>The committee approved the appointment of the following associate members: Naing Htut Shan Bradleu-Cong Luke Voss Jonathan Rowney Olivia Caesar Laura Maddox Zuhayr Rymansaib Bethany Kennedy</p> <p>The committee discussed the best way to appoint associate members in future. They agreed that Officers and Line managers should sign off appointments and this committee be notified of all appointments.</p>
--	---

11.	<p>Any other business</p> <p>No items had been previously identified for discussion.</p>
-----	---

The meeting ended at 10 am.

Item number	Action
5	Student Voice Manager & Activities Officer to write Nestle paper to update the committee on the company's ethical position.
5	Feedback to be gathered from executive committees on the newspaper Bath Time.
5	Student Voice Manager and Postgraduate Officer to meet and raise the matter of the graduate centre further with the University.
5	The Deputy Chief Executive to speak with the Student Development Manager about zero hour contracts.
6	Student Voice Manager and Chair to meet to discuss how best to represent students in the event of strikes.
7	The Marketing Manager to review the top ten Student Union (SU) web page.

