

Present:

Luke Exton (LE) – Vice President Activities (Chair)
Connor Delany (CD) – Vice President Welfare and Community
Sophia Liu (SL) – Vice President International
James Brooks (JB) – Chief Executive

Also in attendance:

Holly Millar (HM) – Executive Assistant

1. Apologies for absence

- Kudzai Muzangaza (KM) – President
- Tommy George (TG) – Vice President Academic Affairs

Declarations of Interest

- None declared.

2. Minutes of the previous meeting held on 4th September 2017

- The minutes of the meeting were agreed to be an accurate record of the meeting.

3. Minutes of the previous SMT meeting held on 4th September 2017

- Document taken as read.

4. Matters Arising

- No matters raised for discussion.

5. Weekly Report

- It was noted that the figures for Tower Bar were low.

Action

- The group noted that the footfall for Reception and Advice Centre appeared to be low compared to the previous year; Hannah Coleman (Deputy CEO/Head of HR) (HC) to look into.

6. Weeks Events

- It was noted that Freshers' Week events would monopolise the venue spaces next week.
- JB invited the Student Leaders (StL) to join the Leadership meeting later today, if possible, as the Operational Plans for Freshers' would be discussed.

7. Student Leader Time Analysis

- CD noted that some minor amendments to his Time Analysis were required.

Action

- Shanna Limm (Office Assistant) (SLi) to make the necessary amendments accordingly.

8. SUggestions

- No items raised for discussion.

9. Society Applications Update

• **Travel Society**

- LE noted that the Society had confirmed that both the confirmed attendees and any reserve students would pay a deposit, and any students withdrawing from the trip would lose their deposit

unless there were extenuating circumstances. The group noted their concerns regarding this deposit process and what qualified as extenuating circumstances.

Action

- JB to discuss with HC.

10. IRP Actions Plans

- JB noted that the action plan was very good and suggested the inclusion of action holders and deadlines for the KPIs. It was agreed that this document would be sent to the next Board of Trustees meeting alongside SL's Ops Plan.

Action

- HM to send previous Board Report to StL for reference.

11. BUCS Finances & 2017/18 Actions

- LE noted that he would take this matter to the Sports Hub meeting in October and the Regional BUCS meeting on 14th September.
- LE noted that the exact changes had not been specified. The group agreed that the tone of the letter was not conciliatory.

Action

- LE to speak to other StL at other Students' Unions and draft an open letter.

12. Leadership Feedback of the Week

- JB noted that he had requested feedback on the Staff Away Day on 1st September 2017. LE noted that the Treasure Hunt had been a good idea but felt rushed due to the delay in being served food.

13. Student Leader verbal updates: President

KM was not present.

VP Activities

LE noted the following:

- Regarding the LPAC Hire Costs, the Theatre Royale appeared to be the most feasible alternative venue and discussions were ongoing.
- The Cathedral Cup had been set for 18th October.
- The graduation ceremonies on Wednesday and Thursday went very well.

VP Academic Affairs

TG was not present.

VP Welfare and Community

CD noted the following:

- The Carholme Community Forum on 5th September went well; the possibility of a future project regarding a play park renovation was discussed.
- The WERA (West End Residents' Association) meeting on 6th September also went well, although the group still had concerns about noise and anti-social behaviour when students return. It was noted that the issue appears to be stemming from students leaving city centre venues rather than the SU venues.

VP International

SL noted the following:

- 25 International Friends had registered to date.
- The International Bookshelf idea had been passed on to the Library.
- The English Language Centre were happy with the arrangements so far for the workshop due to take place in November.

- The proposed Reference Guide for International students would be amended slightly and a leaflet would be produced by the Library, directing them to their services.

14. Chief Executive verbal update

JB noted the following:

- The StL's would receive 360 Degree Contact Sheets for completion as part of the PDR Process.
- The Great British Pub Awards on 7th September went well.
- The Annual Accounts had been completed by the Finance Team.
- Jennifer Barnes (Student Voice and Impact Manager) (JBa) was working on some Bye-Law changes and changes or updates would be brought to Exec as necessary.

15. Any Other Business

- LE noted that he had received an email from a sports nutrition company who wanted to set up a stall at the Sports Centre to distribute product samples; JB advised the group that this was an opportunity that the SU would charge for.
- It was agreed that the AKUMA Bags would be discussed at the next meeting.
- The group agreed that CD should progress with ordering the LGBT+ Campaigns Group Leaflets as necessary.

16. Date of Next Meeting: 25th September 2017

Chair

Signed

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