

LEEDS TRINITY
STUDENTS' UNION

2019 - 2020

OPERATING PLAN



Member of
advice UK
The voice of independent advice

nus
AWARDS
2017



Good
NUS Green Impact
Students' Unions



2017
WINNER



SUPPORTING YOU TO REACH YOUR POTENTIAL

Itsu



SPORTS CLUBS



ADVICE



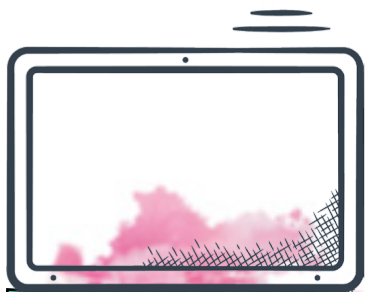
ACTIVITIES



FRESHERS' WEEK



SOCIETIES



STUDENT MEDIA



WHAT WE DO



AWARDS & GRAD BALL



STUDENT REPS

OUR VISION

Supporting you to reach your potential

OUR MISSION

To ensure you have the best academic experience, build relationships and feel empowered to succeed

WE HAVE IDENTIFIED 3 PRIORITIES TO ACHIEVE THIS:

1. Advocating students' academic success through support and representation

2. Developing a sense of belonging through inclusive and varied student communities

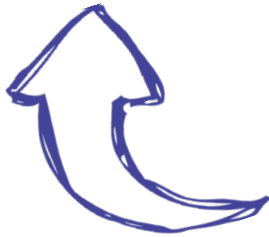
3. Becoming an exceptional, innovative organisation that understands students' needs



STUDENTS FIRST



Everything we do will be for and directed by students. Our success will come from ensuring students can reach their potential and ensuring the student voice is articulated to the University.



OUR VALUES



INCLUSIVE



We are a Union for all students. Our activity and services will meet all students' needs and we will continually evaluate the diversity and inclusivity of participation.



PERSONALISED



Our community at Leeds Trinity is close-knit and supportive. We will have a relationship with every student at Leeds Trinity University and be approachable, flexible and friendly in how we operate.



EXCEPTIONAL



We will always strive to be better, identifying ways to ensure we maintain and increase our relevancy to students whilst positively influencing students' time at Leeds Trinity University.



WHAT IS OUR OPERATING PLAN?

Our Operating Plan sets out what we want to achieve over the 2019/20 Academic Year. Much of how we assess this will be through our annual 'Rate your Union' survey where you can tell us how well we are supporting you in the areas you told us were important in research undertaken in Autumn 2016. Other outcomes are measured through achieving set goals and activities.

Our aim is to achieve our overall vision of ensuring we are **supporting you to reach your potential**.



1. ADVOCATING FOR STUDENTS' ACADEMIC SUCCESS THROUGH SUPPORT AND REPRESENTATION

Ambition 1:

Ensure every student has the best possible opportunity for academic success and has the support to complete their studies.

Measures by July 2020

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|---|---|
| <ul style="list-style-type: none">• Benchmark student perceptions of our Mental Health Project demonstrating students confidence in discussing and tackling mental health has increased | <ul style="list-style-type: none">• Developed 15 new Academic or Liberation Societies |
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Ambition 2:

Students will have their voice heard and represented by the Union through Course Reps, other elected representatives and annual 'School Reports' highlighting the key issues students have shared with us.

Measures by July 2020

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| <ul style="list-style-type: none">• 500 engagements through SU on Tour with every respondent provided with a response on how the Union has taken forward their feedback with a termly report on the impact of the feedback put forward• 30 Ideas generated through the 'Students Say' online ideas hub posted on website within 2 university days of submission• 'Students Say' annual report created that outlines how ideas have been enacted• Diversity monitoring of 'Students Say' hub ensuring the platform is accessible and used by a representative range of students at Leeds Trinity | <ul style="list-style-type: none">• 2 Student Forums held• 2 Course Rep socials• 1 Course Rep conference held• Monthly education meetings between President, School Reps and Representation & Societies Co-ordinator• Exec Committee elected with four meetings held over the year• Having reviewed Course Reps against the NUS student representation framework devise and implement a Course Rep strategy |
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<ul style="list-style-type: none"> • 80% of Course Reps will be trained and recruited • School Report produced with at least 400 students consulted and at least one change committed to by the University • Induction talks to all new Apprentices and Foundation Students 	<ul style="list-style-type: none"> • Student representatives at all committees and working groups that LTSU identify as important to students • 1 policy submitted by LTSU to NUS Conference
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Ambition 3:

Our Student-Led Staff Awards will receive 850 nominations annually and we will hold in partnership with the University an annual session on good practice in teaching and support for students with the winners.

Measures by July 2020	
<ul style="list-style-type: none"> • 850 Nominations received for Student-Led Staff Awards. • 200 attendees to Academic Interest Awards ceremony 	<ul style="list-style-type: none"> • A good practice workshop led by a winner of an award and the Union President will take place on the student experience.

Ambition 4:

Every student will receive access to advice on life skills such as budgeting, health, contract checking on housing and access to a peer-to-peer Mental Health project.

Measures by July 2020

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| <ul style="list-style-type: none">• Development of advice and sessions on money and budgeting with at least 50 students participating• Mental Health Leaders training provided to 70% of students and 90% of volunteers• 20 visits from students for Academic enquiries• Supporting 2 Officer campaigns around an advice and welfare related issue with at least 300 students engaged | <ul style="list-style-type: none">• 30 students engage with our Hardship Fund• Development of SU Advice Volunteers programme with at least 10 outreach events• 200 students engage with our House Hunting Fair and talks• Mental Health information campaigns• 60 one on one sessions supporting students with their mental health with a follow up appointment or call |
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Ambition 5:

Every student will have advocacy support through a trained member of staff for any University academic or personal misconduct hearings.

Measures by July 2020

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| <ul style="list-style-type: none">• Academic/Personal misconduct related campaign• Bi-Monthly social policy meetings during term time | <ul style="list-style-type: none">• Regular monthly meetings between liberation officers and SU Advice staff and volunteers on key events and activities |
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Ambition 6:

Our Union democracy will be robust and fit for purpose with 60% of students voting in Union Elections.

Measures by July 2020

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| <ul style="list-style-type: none">• 50% of students will vote• Utilising existing diversity monitoring of candidates run activities to encourage those currently underrepresented in elections which are those over 30, BME students and female students | <ul style="list-style-type: none">• Undertake diversity monitoring of candidates• Annual training event held for Sabbatical officers and Student Council members |
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2. DEVELOPING A SENSE OF BELONGING THROUGH INCLUSIVE AND VARIED STUDENT COMMUNITIES

Ambition 1:

Every student will be automatically enrolled in an Academic Society and have access to over 200 events annually as part of a Give It A Go programme that will provide pre-induction, daytime and halls activities.

Measures by July 2020

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| <ul style="list-style-type: none">• 20 events held in the Lounge• 40 events run by Sport Clubs and Societies• Elections having taken place for a new committee in annual election cycle with 70% of roles elected | <ul style="list-style-type: none">• 450 attendees at the Annual Grad Ball and Clubs and Societies Awards events• 200 events over the 2019/20 year• 80% satisfaction across events measuring satisfaction after each activity |
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Ambition 2:

BUCS teams will have year-on-year improvement and we will support individual athletes.

Measures by July 2020

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| <ul style="list-style-type: none">• Maintain our BUCS position | <ul style="list-style-type: none">• 5 individual athletes entered into BUCS |
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Ambition 3:

At least 25% of students will have signed up to a Sports Club or non-academic Society, forming part of a vibrant, thriving student community.

Measures by July 2020

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| <ul style="list-style-type: none">• 425 memberships across Societies and 425 memberships across Sports Clubs undertaking demographic analysis to understand our engagement in this area• 20 grant applications from Sports Clubs through our grant application web module• 5 grant applications from Societies through our grant application web module | <ul style="list-style-type: none">• LTSU Varsity competition taken place• All new committees to run an event in their first month of ratification during term time• Every society to have an individual development meeting in both semester 1 and 2• 70% of existing societies elect a chair for the 2020/21 year |
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Ambition 4:

We will continue to run an extensive Freshers' Programme that welcomes new students and launch a Returning students programme to ensure all students feel welcomed to the campus each September.

Measures by July 2020

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| <ul style="list-style-type: none">• 50 Activities during Freshers' Week with at least 25 of these non-alcoholic• 5 events in Refreshers' Week | <ul style="list-style-type: none">• 3 events for Returning Students |
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Ambition 5:

We will run events celebrating key liberation milestones throughout the year such as Black History Month, International Women's Day and LGBT History Month as well as an annual Interfaith Week in conjunction with Faith Societies and the Chaplaincy.

Measures by July 2020

- Support the relevant elected officers in delivering a calendar of events for Black History Month, LGBT Month, Interfaith Week, International Women's Day and World Mental Health Day with at least one event recognising each occasion

Ambition 6:

Support students in their employability by launching a Union Volunteer training programme, encourage the University to increase student staff roles by 10% and all Union volunteering roles included on every student's HEAR transcript.

Measures by July 2020

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| • Collect where students opt in their information for key Union roles to be on their HEAR transcript | • At least 20 nominations for Student Employer of the Year in our Student Led Staff Awards |
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3. BECOMING AN EXCEPTIONAL, INNOVATIVE ORGANISATION THAT UNDERSTANDS STUDENTS' NEEDS

Ambition 1:

We will become one of the leading Small & Specialist Student Unions in the country achieving Quality Students' Union, Green Impact accreditation and in the top quartile of comparators in student engagement in key participation activity. Furthermore, we will ensure our space is fit for purpose for students.

Measures by July 2020

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| <ul style="list-style-type: none">• Maintain our top quartile position in the NSS• Develop and begin to implement Quality Students Unions action plan as a result of assessment• Launch a Union Census measuring diversity in our participation across volunteering and participation strands• 2 nominations for national awards submitted• Building on the development of our SU Shop, review and update product lines to meet student need and identify further opportunities for 'student first' commercial services on campus• Ensure the SU Shop meets its budget | <ul style="list-style-type: none">• Develop online SU Shop• Achieve the NUS Green Impact Award at Very Good level• Monthly management accounts by the 21st of each month• Present at a national conference on good practice achieved at LTSU• Governance code self-assessment reviewed and updated accordingly• Digitize logging of student staff hours for payroll• Undertake an independent examination of our accounts demonstrating continued compliance with Union financial policies and regulations |
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Ambition 2:

We will implement our Communications Strategy seeing year-on-year increases in engagement and further understanding of the Union's purpose through an annual 'Rate your Union' survey.

Measures by July 2020

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| <ul style="list-style-type: none">• Launch new website measuring engagement on a monthly basis Develop student link app with at least 500 sign ups across the year• Develop our Facebook page increasing usage to 4500 members across the year• Develop our Instagram followers increasing usage to 2000 members across the year• 60 news articles on website over the academic year• 200 events posted on website over the academic year | <ul style="list-style-type: none">• Develop analysis of digital engagement through social media channels with monthly reporting on key analytics to form benchmarking of usage for future• Monthly newsletter sent out to students throughout term time• Ensure the Union has a presence at every Open Day• Activity calendar of centralised Union activity that is regularly updated by all colleagues |
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Ambition 3:

We will become an 'Investing in Volunteers' accredited organisation ensuring students who volunteer with us have the best possible experience.

Measures by July 2020

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| <ul style="list-style-type: none">• Ensure we maintain our learning in achieving our Investing in Volunteers accreditation through meeting the criteria in existing and new volunteer roles |
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Ambition 4:

We will measure student satisfaction with our services annually recognising an increase in satisfaction.

Measures by July 2020

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| <ul style="list-style-type: none">70% minimum satisfaction with Union services specifically in an annual Rate your Union survey | <ul style="list-style-type: none">400 respondents to Rate your Union |
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Ambition 5:

We will use our data intelligently, actively demonstrating our positive impact on progression, retention and attainment for any student who has involvement with the Students' Union.

Measures by July 2020

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| <ul style="list-style-type: none">80% satisfaction with the Union overall in a Rate your Union survey | <ul style="list-style-type: none">Within our Rate your Union survey measure the Union impact on progression, retention and attainment |
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Ambition 6:

We will have completed a project on 'Embracing our Values', ensuring all roles of the organisation including trustees, staff and volunteers reflect on how they meet the organisation values and how they embed them within the organisation activity.

Measures by July 2020

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| <ul style="list-style-type: none">Building on the success of the past three years develop a new strategic plan for the organisation underpinned by our values and bringing together trustee, officer, staff and volunteer colleagues through the consultation periodUndertake external research into student lives with reference to the values of the Union, planning for future students at Leeds Trinity, identifying strategies for engaging with hard to reach demographics and testing out both what it means to be a member of a SU and our impact with our student body | <ul style="list-style-type: none">People are integral to our values and we will review existing policies and procedures to ensure they remain competitive with the sector and represent our values as an organization |
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**Find out what
your Students'
Union is doing at:**

www.LTSU.co.uk

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