

Student Executive Committee Agenda

Tuesday 14th December

Microsoft Teams



Item 1 – Welcome from the Chair

Council Chair to bring meeting to order and welcome attendees.

Item 2 – Financial Report

General Manager to introduce report on the Union’s finances (see Appendix A) for comment and recommendations to the Union’s Trustees as appropriate.

Item 3 – Progress on Strategic Objectives

General Manager to present report on the progress towards the Union’s strategic objectives (see Appendix B) for comment and recommendations to the Union’s Trustees as appropriate.

Item 4 – General Manager’s Report

Committee to receive a report from the General Manager in relation to their work for approval (see Appendix C).

Item 4 – Reports from Sabbatical Officers

The President and Vice President to report to Council a summary of the work they have undertaken so far. The committee may then ask questions of the sabbatical officers. Both the President and Vice President goals are in Appendix D.

Item 5 – SAC Update

Vice President to present a SAC report (Appendix E) with any updates to the committee.

Item 6 – AOB

Discussion of any other business deemed appropriate by the Chair.

Appendix A

See attached Management accounts

Appendix B

2021-21 Top KPI's Dashboard; December

Student Voice & Engagement	2020-21	2020-21 Actual
Course Reps recruited	/% (Amount)	54% of UG/PG courses with a rep (99 reps currently trained); 33% of CAWBLS courses with a rep (3 currently trained); Total = 52% of courses with a rep (102 reps trained)
Student Say Submissions	/30	17/30 Student Say Submissions, 53% passed
Election Turnout	/%	-
HEAR transcript submission % / Success %	%/%	-
Social Opportunities		
Number of Activities/Events (Unique)	/90 (/35)	96 events including sports training 285 events (58 Unique)
Activities turnout (Unique)	/1000 (/500)	2287 attendees (591 Unique)
Society and Sport Club Membership	/400	449 Members (248 Sport and 201 SOC)
Welfare		
Mental Health Leaders Training	/70%	Student Council, 100%; Course Reps, 72% 1 society member
Unique One to one support (total)	/60	21
Communication		
Data / Voter Opt in	/3600	7648
Instagram / FB Followers	/1700 /4000	1677 (+20)/ 3823 (-102)
New Articles (Highlights)	/60	42
Student Link users	/300	33
Commercial performance		
SU Shop	1.6	1.4
StUdio Drink	2.6	2.35
StUdio Food	1.6	2.7
Quality		
Investing in Volunteers accredited (Expires April 2021)	Maintain	Re-test 2022 – may need to be delayed depending on Strategic Plan

Appendix C

Leeds Trinity Students' Union Board Meeting

10th December 2021

REPORT TITLE: Report of the General Manager

PURPOSE: To update the Student Executive Committee on strategy, risk management, issues, and opportunities.

Updates

1. Return to Campus

Cases of Covid-19 on campus are still relatively low, as such, the University continues to deliver teaching on site. After discussions with the Director of Student Support and Engagement it is apparent that the university plans to continue offering onsite teaching and does not plan to initiate Plan B, a mix of face to face and online teaching. We will continue to review the situation in response to the Governments recent updates.

2. Recruitment

In the middle of October, we completed the second round of commercial services recruitment. During this we recruited nine additional staff. We are in the process of recruiting a Communications and Engagement Coordinator, fixed term full time position and a student staff Events Assistant. Interviews for both positions will occur week commencing 13th December with hopes for both positions starting early January.

3. Commercial Services

Both commercial outlets have seen an increase in engagement throughout the term. However, this has been lower than expected. A full review of both outlets has been completed and a marketing plan has been created. In January we are going to relaunch both outlets with new deals which should help to increase engagement.

4. Outdoor space

We have continued to develop the outdoor space, however staff sickness and Covid has delayed this process. In the new year we hope to have electricity for the outdoor space so that we can use the outdoor cinema. We will also have new lights installed on the side of the building to light up both the decking area and the car park. Currently Rachel is trying to initiate a sustainability society, once created we will be able to order soil for the planters and then look at what plants we are going to put into them.

5. Hockey

We continue discussions with the university in relation to facilities for Women's Hockey. Unfortunately, it is looking unlikely that this provision will be available for a few years and therefore we will be arranging temporary extension of the current contract with Adel Hockey Club.

Opportunity

1. Union Finances/HR

Since the last Trustee Board, the University has agreed to the request of an interim investment to support the recruitment of a Communications and Engagement Coordinator and an Events Assistant.

6. Sports clothing

Since the last Trustee Board meeting initial meetings have taken place to discuss Union participation in a tender process or a Service Level Agreement as part of a collaboration.

7. SU Strategic Plan

Since the last Trustee Board meeting the Students' Union have received financial support from the University to assist with the creation of the Strategic Plan. Following consultation, it has been agreed that Salmon Consultancy will provide support for the creation of this plan starting in the New Year.

A task and finish group will need to be established including representation from Trustees, students, and senior staff of the University.

Threats

8. Estate plan

Since the last Trustee Board meeting, the General Manager has submitted a space audit with a request that our space trebles compared to our current provision. This would allow for a non-alcoholic space to be introduced into our footprint, including the multifaith space. This submission also included two open plan offices, six private offices, increased shop space, staff facilities and storage. This request has been accepted by the university and shared with the architect.

9. IT

We continue to have an issue with the IT provision we have in one our offices, AGB14. The General Manager is continuing to follow this up with the university and has had confirmation that this will be fixed before the New Year.

Lisa Burton

General Manager

Appendix D

President Goals available here: [Manifesto Goals 2021-22 \(Itsu.co.uk\)](#)

Vice President goals available here: [Manifesto Goals 2021-22 \(Itsu.co.uk\)](#)

Appendix E

SAC update:

Membership update

Active Societies	Active Clubs
<ul style="list-style-type: none">• Trinity voices• ACS• Christian union• Debate society• Disney society• Enactus society• International society• Islamic society• Law society• Gaming society• Pool society• Psychology society• Business society• LGBT society• LTU news• Well-being society	<ul style="list-style-type: none">• Athletics• Basketball• Boxing• Cheerleading• Dance• Football men/women• Netball• Rugby league• Rugby union men/women• Squash• Hockey

We currently have Societies – 113 members and Clubs – 203 members active.

SAC Budget:

We have spent £1,159.16 out of £3,500 budget so far by Dance, LTU News and 2 individual Athletes had their grant requests accepted

New societies formed since the last meeting: Psychology, LTU News, Bouldering and Spiritual Society

I (Rachel) have the pencilled in date for Varsity (March 16th)