

SU Council Agenda

Monday 16th May
2022

TBC



Item 1 – Welcome from the Chair (18:05 – 18:10)

Council Chair to bring meeting to order and welcome officers.

Item 2 – Approval of minutes from the previous meeting (18:10 – 18:15)

Council to approve minutes from previous meeting as an accurate record (minutes available online and in Appendix A).

Item 3 – Matters Arising (18:15 – 18:30)

Councillors are able to raise any issues which they believe require immediate attention.

Item 4 – Policy Tracker, Action Tracker, and Attendance Log (18:30 – 18:40)

Chair will introduce the policy tracker, action tracker, and attendance log (see Appendix B). The action tracker tracks actions agreed at meetings and those responsible for them.

Item 5 - School Rep Reports (18:40 – 19:00)

School Reps (for ICE, SCBL, and SSHS) to summarise feedback from students and Course Reps. Council to then discuss issues and potential solutions.

Item 6 – Sabbatical Officer Reports (19:00 – 19:15)

The Vice President to report to Council a summary of the work they have undertaken so far. Council may then ask questions. The Vice President goals are available in Appendix C.

Item 7 – Officer Updates (19:15 – 19:45)

Part-Time Officers (excluding School Reps) to update Council on a summary of the work they have undertaken since the last meeting.

Item 8 – Motions Debate (19:45 – 19:50)

Council to consider, discuss, debate and if appropriate amend policy which has been created in response to an idea gaining more than 25 interactions through Student Say. Full motions are included in Appendix D.

Item 9 – AOB (19:50 – 20:00)

Discussion of any other appropriate business deemed appropriate by the Chair.

Appendix A

[Minutes available on the website.](#)

Appendix B

Policy Tracker

Policy	Action Required	Assigned Rep(s)	Progress
035 – LTU Marketplace	<ul style="list-style-type: none">- A tile named LTU Marketplace will be added to the MyLTU app, where students can easily access the platform.- This will open a website, linked to LTSU or other University led sites, where students can find sections, such as books, folders, living on campus items, such as slow cookers, toasters, etc.- Advertising the new addition of this tile and linked website among students is highly recommended.	Rachel Ward Aleksandra Krysa	<p>Nov: RW has meeting lined up with other Leeds Sabbs</p> <p>Nov/Dec: Verbal update</p> <p>Jan: RW met with Simon – to update Council on new platform</p> <p>Feb: Meeting with Simon to discuss further.</p> <p>March: Staff absence has delayed project.</p> <p>April: Picked this up - waiting for response from Paperclip.</p> <p>May: No further update.</p>
036 – Trinity Pride	<ul style="list-style-type: none">- To Mandate the President, chair of LTUs LGBT+ staff network and LGBTQ+ Officer to work together to co-ordinate a place at the Leeds Pride Parade.- To mandate the Vice President to work with sports clubs and societies to understand why the event is so important and champion inclusivity for their members.- For the Union to publish information about the Stonewall Riots during the rainbow laces campaign to show consistent support for LGBTQ+ students and staff.- That one designated staff member or student volunteer (e.g. LGBTQ+ Officer) will attend the parade annually as representation for the students' Union alongside interested students and staff.- To Provide information from the SU Advice Service on how to stay safe and enjoy the event.- To Publish an article after the event informing members and encourage attendance for the	Chelsey Grooby Rachel Ward Abigail Holden	<p>Nov/Dec: CG has arranged initial meeting with co-chairs of LGBT+ Staff Network to discuss their pre-existing plans for Pride 2022. Looking to work together to co-attend the event.</p> <p>Jan: CG and AH meeting with LGBT+ Society to discuss involvement.</p> <p>Feb: Proposed collaborative plan with LGBT+ staff network to organise and prepare resources for Pride in August. One of the co-chairs is getting in touch with Chris Hulme (previous organiser) to get some details.</p> <p>March: Passed over to staff network - base plans in place. Hoping to attend event in August.</p> <p>COMPLETE</p>

	following year or to be active in LGBTQ+ campaigns.		
037 – Permanent Self Defence Sessions	<ul style="list-style-type: none"> - To mandate the Vice President, Women’s Officer, and LGBTQ+ Officer to write a proposal for self-defence classes for women and members of the LGBTQ+ community to be a permanent class offered by Trinity Fitness - To involve the SU Activities Coordinator to try a give it a go session to see what number of students would be interested. This would be a one time event put on by Students Union but would provide relevant statistics in the amount of people interested. - Liaise with other societies and sports clubs to advertise these sessions. Advertising could be through the use of social media or simply word of mouth. 	Rachel Ward Kelsey Howard-Matthews Abigail Holden	<p>Nov/Dec: Initial quote too expensive. LS has reached out for further options.</p> <p>Jan: 2 quotes to decide upon.</p> <p>Feb: Verbal Update.</p> <p>March: Verbal Update.</p> <p>April: Not enough funding for project.</p> <p>May: Activities Coordinator looking to provide a GIAG session at Freshers.</p>
038 – Promoting Self-Care Apps	<ul style="list-style-type: none"> - To lobby the University to publicise Clear Harm and Clear Fear apps at the end of lectures and in module handbooks - To mandate the Vice President and Mental Health Officer to work with the University to make this a permanent fixture at the end of lectures, throughout the whole year. - For this to be publicised and be as accessed as easy as self-referrals for counselling 	Rachel Ward Emily-Grace Holden	<p>Nov/Dec: Verbal update.</p> <p>Jan: Verbal update.</p> <p>Feb: Verbal update.</p> <p>March: To work with Matt as part of our student advice comms.</p> <p>April: No further update.</p> <p>May: Booking meeting with Matt to discuss proposing this to the University.</p>
039 – Mental Health Crisis Team on Campus	<ul style="list-style-type: none"> - To mandate both the Vice President and President to lobby the University to implement a 24-hour Crisis Team, alongside the mental health officer - To mandate the Vice President and Mental Health officer to explore other large-scale solutions to the HE mental health crisis. Considering best practise from across the sector - To allow students the support they need all hours of the day from appropriately qualified staff. 	Rachel Ward Chelsey Grooby Emily-Grace Holden	<p>Nov/Dec: Verbal update.</p> <p>Jan: Verbal update.</p> <p>Feb: Verbal update.</p> <p>March: Waiting for an update from Ruth Wilson.</p> <p>April: No further update.</p> <p>May: Update to follow shortly.</p>

040 – Pronouns on the System	<ul style="list-style-type: none"> - Lobby the University to include specific genders and pronouns on all online University systems where students are expected to input this information - To mandate President and LGBTQ+ Officer to work with the University project group on making this happen - Promote that it has changed, once it has, so that current students can change their information too 	Chelsey Grooby Abigail Holden	<p>Nov/Dec: CG and AH invited to the Name Change Project which is being led by Director of IT and Information Systems. In short, progressing from work started on pronouns last year.</p> <p>Jan: Attended meeting early Jan and put together a comms plan which is now being looked over by student engagement team.</p> <p>Feb: Waiting on update from Abi who was present at most recent meeting. Can update verbally at Council.</p> <p>March: Will finish in May (final meeting). Suggested that they continue the project further and have the addition of pronouns on system/ID badges - have meeting about this next week with IT.</p> <p>COMPLETE</p>
041 – Cut Back on Amazon	<ul style="list-style-type: none"> - Create a policy for Union staff to encourage the reduction of purchases from Amazon where possible - The policy should encourage alternatives such as supporting SU outlets and/or independent, local businesses - Highlight to students the waste produced by Amazon and offer information on how to recycle packaging - Within the policy it should be explicit that any purchasing undertaken by the SU should consider the rights of workers at these distributors 	Rachel Ward	<p>Feb: To create policy with Lucy following elections period.</p> <p>March: Meeting booked with Lucy – will verbally update at Council meeting.</p> <p>April: Policy has now been passed through Trustees.</p> <p>COMPLETE</p>
042 – Fairtrade	<ul style="list-style-type: none"> - To commit to stocking Fairtrade alternatives in all Union outlets including the shop and our venue StUdio. 	Rachel Ward	<p>Feb: Have met with Ben who has looked at our suppliers. None of these stock Fairtrade through NUS but will continue to look for more Fairtrade items, if not</p>

	<ul style="list-style-type: none"> - To continue to actively promote Fairtrade products and support the annual Fairtrade Fortnight. - Mandate our venue co-ordinator Ben to implement Fairtrade into all of our commercial services on campus. 		<p>looking for Fairtrade alternatives. Comms ready for Fairtrade Fortnight.</p> <p>March: Held Fairtrade Fortnight. Lots of information was passed to students through comms, videos and posts. Ben has looked into offering more choices of Fairtrade and equivalents in our SU commercial services.</p> <p>COMPLETE</p>
013 – Loud about Being Proud: LGBT Flag Displayed in the Atrium	<ul style="list-style-type: none"> - To ask the University to more prominently display their LTU/Pride flags, preferably in the atrium - To mandate the President and Vice President to work with the LGBT+ officer on potential areas of collaboration between LTSU and LTU with regards to LGBT+ Liberation 	Rachel Ward	<p>April: Meeting with relevant University staff.</p> <p>May: Meeting was booked with the Head of Marketing for the University. She approved a humongous flag in the atrium. All I need to do now is get it passed through the Exec.</p>
022 – Tackling Sexual Violence	<ul style="list-style-type: none"> - To work with the University to create a simple, easy to access central reporting system allowing survivors to report instances of sexual violence, misconduct or assault anonymously - To ensure that the reporting systems are designed with survivors in mind and that it is sensitive to race, gender identity, sexual orientation, and disabilities. - To carry out a report into the prevalence of sexual violence at Leeds Trinity University - To ensure that data gathered through a central reporting system is analysed by both the Union and University each year so that appropriate action can be taken - To mandate the President and Vice-President to work in conjunction with the Women’s Officer to explore best practise across the sector, both within 	Kelsey Howard-Matthews	<p>April: Verbal update.</p> <p>May: Verbal update.</p>

	<p>students' unions and Universities and to produce a series of recommendations for both organisations. The scope of this research should include but not be limited to: methods of data collection, reporting structures, the advertisement of zero tolerance and proposals concerning Student-Staff sexual misconduct</p> <p>- To mandate the President and Vice-President to work in conjunction with the Women's Officer to implement the proposals of their report</p>		
--	---	--	--

Action Tracker

No actions from previous meeting

Attendance Log

Student Council Attendance Register 2021-22

	October	November	December	January	February	March	April	May	June	Key
Chelsey Grooby	P	P	P	P	P	P	P	N/I		P = Present
Rachel Ward	P	P	P	P	P	P	P	P		W = Absent with Apologies
Sabiyah Zaheer	W	A	A	A	A	N/I	N/I	N/I		A = Absent without Apologies
Vinay Verma	P	P	P	P	W	W	P	P		N/I = Not Incumbent
Molly Jopling	P	P	P	W	W	P	W	P		
Mahbub Ahmed	A	A	A	A	N/I	N/I	N/I	N/I		
Priya Saluja	A	A	A	A	N/I	N/I	N/I	N/I		
Abigail Holden	P	P	P	P	P	W	W	P		
Emily-Grace Holden	P	W	W	P	P	W	W	W		
Jasmine Grewal	P	W	W	W	W	W	W	W		
Emmanuella Osei	P	P	P	P	P	W	P	W		
Evie Hudson	P	W	P	P	P	P	W	W		
Aleksandra Krysa	P	P	W	W	P	P	P	P		
Kelsey Howard-Matthews	P	P	P	P	P	W	P	P		
Kyle Hodgkins	A	A	A	A	N/I	N/I	N/I	N/I		
Bibi Aasia	W	P	P	A	A	W	P	P		
	Quorate	Quorate	Quorate	Quorate	Not Quorate	Quorate	Quorate			

Appendix C

Rachel's Goals

#	Topic	How I'll work on it	Status	Progress
1	Grow the SU's impact	Work with colleagues to organise an inclusive, engaging Freshers week	Done	Sept '21: Relaunched StUdio and SU Shop. 42 events held for Freshers
2	Grow the SU's impact	Clearly communicated the advice community (LTU and LTSU)	In progre...	Sept '21: Meeting scheduled with MN to discuss. Oct '21: Meeting rescheduled - including mental health placement student Jan '22: Meeting with MN to discuss regular updates with videos and advice. Feb '22: Meeting with MN and Frankie on 15/02 to set out clear comms plan on the services that SU Advice currently deliver - will talk about where best is for this information so that students can clearly access. Mar '22: Will be filming videos and uploading them to a new tile on the myLTU app called 'SU Advice'. April '22: Videos are completed and going for edit - we will be creating a tile on the myLTU app to clearly communicate our advice service to students. May '22: Videos are nearly finished (editing). Awaiting approval, we've got a plan idea of creating an SU Advice Instagram page so that advice is clearly communicated and not lost in the feed of everything else we do. This will have all future SU Advice updates and will be easier for students to access and communicate any information that we have.
3	Grow the SU's impact	Create more employability/Skill opportunities for students	In progre...	Feb '22: Waiting for response from myFutures team. Mar '22: No reply - will email another colleague in myFutures. April '22: No reply May '22: No further updates.

#	Topic	How I'll work on it	Status	Progress
4	Grow the SU's impact	Support and improve a diverse range of clubs and societies	In progre...	<p>Sept '21: Societies up for adoption at Freshers' Fair. 2 new societies formed. Clubs returned to training.</p> <p>Oct '21: 17 societies now confirmed. 175 sports members signed up. 136 society members.</p> <p>Nov '21: 3 more new society applications</p> <p>Jan '22: Ongoing</p> <p>Feb '22: Still ongoing - supporting clubs and societies that are struggling with Simon on extra training and clearly communicating our advice on how to get in contact if issues arise and how we can support them.</p> <p>March '22: Varsity and Sports Awards!</p> <p>April '22: Clubs and society numbers have skyrocketed in a very positive light. The BUCS season has now ended so we're looking at development for the students moving into September.</p> <p>May '22: We've had our first meeting with a sport vendor. This was a very positive meeting on the fact of kit quality and kit pricing so that it is inclusive for students. We're awaiting a second meeting with another vendor soon. Alongside this, we're continuing to work with our sports and societies on by-elections, handover documents, and getting training packs ready and sorted for committee handover.</p>
5	Support student wellbeing	Work with colleagues to map out the wellbeing road map, highlighting available services	In progre...	<p>Jan '22: Meeting booked with Toby Chelms from Wellbeing service to discuss.</p> <p>Feb '22: Relates to goal #2 but also have meetings with Toby on the Mental Health Charter and how we are communicating advice to students through MHC and highlighting areas that need improving.</p> <p>March '22: Writing report for the MHC on areas that need improving for student welfare and wellbeing. This will be highlighted through accreditation of the MHC.</p> <p>April '22: MHC update - to hold a Speak Week feedback forum for students to enhance report ready for hand in in May.</p> <p>May '22: Charter paper is due in on Friday - work is going well, very excited to submit and see what accreditation the University will get this year.</p>

#	Topic	How I'll work on it	Status	Progress
6	Climate Emergency	Support students with understanding and access to biodegradable sanitary products	In progress...	<p>Sept '21: Meeting scheduled with GM to discuss funding.</p> <p>Nov '21: Comms went out and feedback collected. Meetings to be scheduled with Ben to discuss how we get these in our commercial venues.</p> <p>Jan '22: Ongoing - speak to Ben to get these in shop.</p> <p>Feb '22: Booking meeting with Ben when he is free.</p> <p>March '22: Meeting with Ben following Varsity.</p> <p>April '22: Damon reached out about free sanitary products in toilets via vending machines - currently looking into costing of this and what products can be put into these machines.</p> <p>May '22: No further update, still awaiting emails back from Damon.</p>
7	Climate Emergency	Support students to reduce plastic waste on campus	Done	<p>Sept '21: Comms out for students during Recycle Week signposting what can and can't be recycled. Signposted refill shops in Leeds for students.</p> <p>Oct '21: Meeting with StUdio coordinator to discuss reduction in commercial services. BP to look at stock and other options for ordering less plastic.</p> <p>Nov '21: Spoke to BP - he is working on sustainability report for our commercial venues. Currently at 60% less plastic</p> <p>Jan '22: Ongoing.</p> <p>Feb '22: BP is writing a report on our commercial services so we can release a statement to students on how we are reducing plastic waste in our venues. Also speaking to Frankie about potentially doing a video on what we have done in our services to reduce plastic waste and how students can support this through their behaviours.</p> <p>March '22: Ongoing.</p> <p>April '22: Ongoing - waiting for an update report from Ben following Best Bar None.</p> <p>May '22: Report submitted to Green Impact on plastic waste in commercial services. Hopefully all the hard work done this year will reflect within our Green Impact score.</p>

#	Topic	How I'll work on it	Status	Progress
8	Climate Emergency	Create one opportunity of growing food on campus	In progre...	<p>Sept '21: Planters ordered. Plans for engaging students.</p> <p>Oct '21: Planters arrived. Organising soil delivery.</p> <p>Nov '21: Sustainability Week to promote society</p> <p>Jan '22: Ongoing</p> <p>Feb '22: Planters now have soil. We'll be moving into phase 2 of the Green Space launch which is planning an event for planting our seeds in the planters.</p> <p>March '22: Seeds have been purchased. Events will follow shortly to plant.</p> <p>April '22: Sun is now shining - planting will commence shortly.</p> <p>May '22: Awaiting on approval of supplies and delivery.</p>
9	Climate Emergency	Set up a localised swap shop/upcycling shop	In progre...	<p>Sept '21: Meeting with LUU and LBSU on 01/10/21</p> <p>Oct '21: Work will begin on this after Christmas.</p> <p>Nov '21: Working on LTU Marketplace</p> <p>Jan '22: To meet with Simon to discuss platform.</p> <p>Feb '22: Will meet with Simon this week (14/02)</p> <p>March '22: Staff absence has delayed project.</p> <p>April '22: Picked this up - waiting for response from Paperclip.</p> <p>May '22: No further update.</p>
10	Climate Emergency	Reduce plastic in StUdio to reduce overall plastic waste from commercial services	Done	<p>Oct '21: Meeting with StUdio coordinator to discuss reduction in commercial services. BP to look at stock and other options for ordering less plastic.</p> <p>Nov '21: Spoke to BP - he is working on sustainability report for our commercial venues. Currently at 60% less plastic</p> <p>Jan '22: Ongoing</p> <p>Feb '22: See goal #7 update.</p> <p>March '22: See goal #7 update.</p> <p>April '22: See goal #7 update.</p> <p>May '22: See goal #7 update. Work will resume when commercials are open.</p>

#	Topic	How I'll work on it	Status	Progress
11	Climate Emergency	Support LTU on the sustainability strategy	In progre...	<p>Sept '21: Regular catch up meetings with JE to support with this.</p> <p>Oct '21: Working with LTU on Responsible Futures. Met with JE on embedding sustainability within curriculum.</p> <p>Nov '21: Verbal update</p> <p>Jan '22: To meet with Catherine and Jane to talk about Responsible Futures and LTU Sustainability Strategy.</p> <p>Feb '22: Met with Catherine - sustainability strategy is going forward. We are coming to sending off the proposal for Responsible Futures which will aid the University's sustainability strategy. Campaigns that we run also aid the sustainability strategy.</p> <p>March '22: Ongoing. Going to regular meetings and having catch ups, talking about how we can align strategies with LTU to aid their strategy.</p> <p>April '22: Worked with Catherine on Responsible Futures which will be going into the LTU strategy. Meetings to follow and more updates to be given.</p> <p>May '22: Paper finished, just waiting on Catherine to pass through Exec.</p>
12	Inclusive student experience	Rainbow Laces Campaign	Done	<p>Oct '21: Met with LGBTQ+ Officer - form sent out to Sports Clubs to state preference of flag on laces.</p> <p>Nov '21: Verbal update</p> <p>Dec '21: successful Rainbow Laces Day - clubs and societies involved and video made</p>
13	Inclusive student experience	Support student interaction with Interfaith Week	Done	<p>Oct '21: Plans in progress. Meeting booked with HH at Chaplaincy.</p> <p>Nov '21: Verbal update</p>

#	Topic	How I'll work on it	Status	Progress
14	Inclusive student experience	Share Leeds Trinity women on International Women's Day	Done	<p>Jan '22: Initial meeting with Women's Officer, this has been planned out. To book in another meeting to plan further.</p> <p>Feb '22: Reached out to guest speakers - have had one response. Have a meeting in the next week with Women's Officer to plan what the day is going to be and how it will run with different events within sports and societies and the SU.</p> <p>March '22: Great success! Events held with good engagement. Was a great day for all and the theme was really hit this year #BreakTheBias.</p>
15	Inclusive student experience	Support LGBTQ+ student during Pride Month	Todo	<p>March '22: To meet with Abi and get handover from Chelsey on ideas they have had.</p>
16	Inclusive student experience	Share/promote/build a network with LTU individuals for Black History Month	Done	<p>Sept '21: Events going on over month (on website events page).</p> <p>Oct '21: Have attended events in person and online. Calendar of events with LTU.</p> <p>Nov '21: Verbal update</p>
17	Inclusive student experience	Support disabled students by putting automated door in StUdio	In progre...	<p>Sept '21: BP in conversations with LTU</p> <p>Oct '21: Disabled Students' Officer submitted Student Say (to promote).</p> <p>Nov '21: To book in meeting with Estates and Disability Services at Trinity with Disabilities Officer</p> <p>Jan '22: Estates agreed to this.</p> <p>Feb '22: Spoke to Lisa - will be going forward to estates where we can get this in writing and will move forward from here with planning on when we can get this done.</p> <p>March '22: Need to book a meeting with Lisa and Len.</p> <p>April '22: Estates said, regarding potential newbuilds in building University that it is not worth putting automatic door on due to cost but we will follow this up to be inclusive for all students.</p> <p>May '22: Meeting booked next week with Frankie for an update on campus infrastructure so will discuss putting an interim door in.</p>

#	Topic	How I'll work on it	Status	Progress
18	Inclusive student experience	Create an International Day for international students	In progre...	<p>Jan '22: To put a poll out on Instagram to see who would like to get involved.</p> <p>Feb '22: Spoken to International Society Chair to plan events - society is happy to get involved so I will be working closely with them to run an event in StUdio for international students.</p> <p>March '22: International Society Chair is currently unavailable. Will still try to hold an event.</p> <p>April '22: Will book a meeting with Chair now they are available.</p> <p>May '22: No further updates.</p>

Appendix D

No motions through Student Say.