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| Committee: | **Operations Committee**  |
| Location: | **President’s Office** |
| Date & Time: | **Tuesday 17 July 2018 at 9.30 a.m** |

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| **Present:** |
| Andrew McLaughlin  | Chief Executive (Chair) |
| Mandy Wilson-Garner | Deputy Chief Executive |
| Gregory Noakes | Governance & Executive Support Manager (Clerk)  |
| Charlie Slack | Student Voice Manager |
| Helen Freeman  | Marketing Manager  |
| Eve Alcock | President  |
| Jack Kitchen | Education Officer |
| Alisha Lobo | Community Officer |
| Jiani Zhou | Postgraduate Officer  |
| Kimberley Pickett-McAtackney | Activities Officer |

1. **Apologies for absence**

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| **Name** | **Reason** | **Accepted**  |
| Emma Quixley | Training  | Yes |
| Andy Galloway | Annual Leave | Yes |

1. **Notice of any other business**

 No items were identified for discussion under any other business.

1. **Declaration of interest in any item on this agenda**

 No member of the committee declared any conflict of interest.

1. **Terms of Reference**

This item was not discussed.

1. **Minutes of the previous meetings**

The management committee minutes from 18/06/2018 and the 04/06/2018 were approved and signed by the chair. These were signed at this meeting as the management committee had now been disbanded.

The minutes of the previous meeting were signed and approved by the chair.

1. **Matters arising from previous meeting**

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| **Item number** | **Action** | **Outcome** |
| 7 | Circulate notes from Equality & Diversity committee meeting to all committee members. | Completed.  |
| 7 | Use contacts at Bristol to find out how they reported on the student suicides that happened in Bristol. | Completed.  |
| 7 | Obtain an update from the University on what they are doing with regards to this issue. | **ACTION: Still to be actioned by the Chief Executive** |

1. **Representation and planning**

***(The activities officer joined the meeting at this point)***

The Student Voice Manager shared and went through the student voice report with the committee.

The Deputy Chief Executive reported on a meeting they had attended regarding postgraduate work space. It was noted that a working group was being assembled which would include Officers to discuss this further.

**ACTION: The Deputy Chief Executive to seek further information on this.**

The committee discussed international signs that had been put up in some buildings which instructed people on how to use the toilet correctly. They agreed that these signs were not appropriate and may be seen by international students as patronising.

**ACTION: The Chief Executive to raise this with Peter Lambert.**

The committee discussed the university’s plans for a globe room and how this was duplicating a lot of the work the student union (SU) was doing with international students. They noted that The SU had not been consulted on this at any point and that the project had been approved without The SU even knowing it was happening.

**ACTION: The Chief Executive to raise this with Peter Lambert.**

The committee discussed student parking on Bristol road and recent actions that had been taken to prevent this. They agreed that in future it would be useful for surveys to record if students had their own cars. This would allow for greater informed discussion around this subject and what affect it was actually having on students.

*(The Student Voice Manager, President, Education Officer and Postgraduate Officer left the meeting at this point to attend another meeting.*

*The meeting from this point was inquorate and formal decisions could no longer be taken)*

1. **Priority communications**

The Marketing Manager shared and went through the communications calendar with the committee. Committee members noted that in future items raised in the Student Voice Manager’s report may feed into this.

1. **Reputational risk**

The following reputational risk was identified:

An article within the Daily Mail/Mirror.

The committee noted that the President was planning to respond to this article via facebook.

1. **Executive Committee issues, including financial variations**

No executive committee issues were raised.

1. **Any other business**

No other business had been previously been identified for discussion.

The meeting ended at 10.00am.

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| **Item number** | **Action** | **Responsibility** |
| 6 | Obtain an update from the University on what they are doing with regards to this issue. | Chief Executive  |
| 7 | Seek further information on University’s plans for postgraduate work space.  | Deputy Chief Executive  |
| 7 | International signage to be discussed with Peter Lambert | Chief Executive |
| 7 | University’s plans for a globe room to be discussed with Peter Lambert | Chief Executive  |