

Minutes

Exec Meeting 18.11.2020

There was a meeting of the LSU Executive Committee on Wednesday 18th November 2020 at 2.30pm in the Michael Pearson Board Room

1. PRESENT:

Trevor Page, Matt Youngs, Fejiro Amam, Ana-Maria Bilciu, Alex Marlowe and James Greer

2. APOLOGIES:

N/A

3. TO APPROVE THE MINUTES OF THE LAST MEETING

Held on 4th November – the minutes of the last meeting were approved.

4. ACTIONS FROM THE LAST MEETING

- Project Management Boards - **will update in Exec meeting 02.12.2020**
- Race Equality charter student survey – AM requested the Officer Team help if required because this is very important. **ACTION AM to make a timetable** the timetable has changed – hoping it picks up but all is going well.
- ~~Consent training workshops for disciplines – TP and FM to discuss further~~ **ACTION EM to book this in diaries.**
- Carried over Ideas Forum – FA to look into getting the Section Chairs more involved – Section chairs were quite on board with getting involved when MY mentioned this to them, FA explained that things can be delegated to the Officers but they would still have an Exec lead for accountability. AMB discussed her concerns for this if Exec are not fully involved and there are repercussions. There was further discussion regarding the governance of Ideas Forum and finding a solution without changing any By-Laws
- ~~LSU updates – sectional activity – EM to book a meeting with the Officer Team to discuss further~~
- ~~TP to circulate a list of furloughed staff to the Executive~~
- ~~EM to book fortnightly Exec meetings~~

5. ITEMS FOR DISCUSSION

1) Students over Christmas – led by Alex Marlowe

Initially AM had applied for funding from the University to help the 600 students that are staying in Loughborough over Christmas, his idea being to deliver a gift box to open early December that will link to an online event to bring people together and do an activity online at a later date.

AM would like to ensure it all links up properly with marketing streams to ensure it works well and is communicated properly.

TP suggested LSU could put on a Christmas dinner for students as we have lots of space. TP is happy to discuss with Kay England to see if Imago will be onboard. **ACTION TP to contact Kay from Imago to see what we can do.** Parcel delivery will take place the first and second week in December. AM would love if the Exec can get involved and estimates about three days of deliveries. MY will be acting as secretary to help put this together.

6. REFERRALS AND UPDATES FROM UNIVERSITY COMMITTEES

7. STRATEGY UPDATE

8. PROJECT MANAGEMENT BOARDS

9. FINANCE/BUDGETS

To be circulated at the next meeting on 02.12.2020

10. ANY OTHER BUSINESS

Union inbox

TP will discuss further with JGB but the Exec can be given access to start sorting through the backlog.

Performance Reviews for the Officer Team

Currently, the Officer Team submit a statement of intent at the start of the year; the Officer Team are required to give two progress reviews and an annual review during their time in office each year.

The first progress review is booked for Wednesday 2nd December.

FA explained that presentations can be presented in any format but should be prepared in advance and should last no longer than ten minutes.

This year FA wanted to include a broader set of students to listen to presentations then they complete the feedback form and then all information will go into a report, as part of the Officer Team's PDR this year.

AMB questioned how we ensure feedback is collected from students that have a better understanding of a certain remit or section. FA explained that the key volunteers should be present, that there should also be a number of students that are impacted by the work that an Exec member does but not directly involved.

FA confirmed that the Officer Team would all have the same panel and that the Performance Review Committee decide on the panel.

With the current format, MY feels this creates two groups of uninformed individuals and one group of informed individuals on the panel so he feels it is worth revising this structure. However, FA confirmed this could not be completed before the progress update that is currently booked for Wednesday 2nd December.

To summarise, there are questions and challenges around the logistics and the whole premise of changes.

MY suggested that the team need a meeting with FA and the chair of Performance Review Subcommittee to answer questions.

AMB requested the Exec receive minutes to DRC and FA confirmed this is possible; he will also pass on any key points.

ACTION TP, FA and SL to meet ASAP and discuss in further detail. EM to set this up.

Exec Forum is taking place tomorrow.

The thinking behind AM and AMB for this one is because education and welfare is high up on the agenda at the moment, the next one will take place in February or March.

Furlough arrangements with Marketing staff and SL – TP is sorting out.

11. DATE OF NEXT MEETING

Wednesday 2nd December 2020 at 3pm in the Board Room