**Cardiff Met Students’ Union Board of Trustees**

**Minutes Policy, Procedure and Particiaption Subcommittee Item 13.3**

**Date: 9th October 2024**

**Time: 11.15 am**

**Location: Cyncoed Campus**

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| **Agenda Item** | **Discussion Point** | **Action Point** | **Actioned by** |
| **Attendees**  Daniel Flaherty SU President Chair  Elgan Hughes Lay Trustee Chair Viswanatham, Rewathi SU Vice President  **In attendance** Will Fuller CEO  Bev Bambrough |  |  |  |
| Apologies and Preliminaries (Chair) | No apologies to record |  |  |
| Declarations of Interest (Chair) | No declarations of interest to register |  |  |
| Minutes of Previous Meeting (Chair) | No previous minutes |  |  |
| Matters Arising (Chair) | No matters arising |  |  |
| 5. Terms of Reference People and Culture – Will Fuller CEO | Continue to review activity of the subcommittee, amending and feeding into the BoT, as the subcommittee evolves. | Keep under review, whilst the subcommittee establishes activity. Present to BoT for approval. | BoT |
| 6. Student Forum Plans and Progress Head of Student Engagement Ondrej Kucerak |  |  |  |
|  | 6.1 Byelaws presented to meeting; it was noted the byelaws for the Student Forum set a low target for level of votes/attendees.  Byelaws are first reviewed with subcommittee. Students have not been consulted on the document, as this was the recommendation set out in the GGI Review. The forum is a space to gather student engagement/voice and has been devised to offer opportunity for students to provide feedback, with less bureaucracy. Agenda items have been permitted for non-members 3 days prior to meeting to encourage students to participate. The student forum can amend the byelaws without amending the governing constitution. It was agreed that the ability to amend byelaws without amending the constitution was a helpful concept.    6.2 Student reps, MSL single transferrable elections online  2 students reps to be elected one from Cyncoed and one Llandaff. Have looked at possibility of splitting votes by campus. Elections will be open for 5 days for students to vote.  Some part of the document are yet to be completed, currently missing disciplinary section. Board approval required for the completed document, timeline for delivering final draft? | Complete parts of document to include disciplinary reference. Once completed, forward for BoT approval | OK |
| 7. Societies Update - Oral Update Ondrej Kucerak | Record number of sign-ups currently, 795 memberships sold.  Good activity/engagement across societies. Working through those that appear to be inactive.  Concerns remain over a lack of space. Multiple platforms must be used to book rooms across both campuses, with many booked out for the term. This has meant many of our students having to go off campus to find venues to host activity.  The meeting agreed the following as information required for next meeting.  Timetabling, a concern many rooms booked but remain empty.  Develop a consistent approach to challenging the University and reporting back to students. | Next Meeting: Collect data regarding students going off-site/unable to book rooms.  Why some areas grow, for example sports or games- barriers to participation identified and the impact.  Develop an evidenced based approach | OK |
| 8. AGM Arrangements and Timetable – Ondrej Kucerak | Have updated affiliations  Amended constitution. This now requires board approval. The subcommittee agreed the timetable | Agenda item for BoT |  |
| 9. Trustees’ Week – 4th – 8th November - Oral Update Ondrej Kucerak | It was agreed to take this back and discuss with management on what approach would be taken in raising the profile of trustees |  | OK /SABBS |
| 10. Reflection on Meeting Format - Cycle of Business | 1. Little messy as establishing the committee will take time  2. Clarity on information being requested  3. Continue to review ToR’s as the subcommittee evolves  4. Ensure strategic level maintained less detail |  |  |