



Strategy & Performance Committee Meeting Two (2)

Minutes
Hub Meeting Room 1
Wednesday 08 November 2011

Present

A Ferneyhough	Societies Councillor
A Forster	Sports Councillor
E Lekunze	VP Representation
A O'Shaughnessy (Chair)	VP Democracy and Finance
O Oshunkoya	VP Communications and Engagement

In Attendance

A Mukaka (Minute taker)	Democratic Support Coordinator
P Pilkington	Membership Services Manager
S Tuppen	Business Manager

Apologies

D Barley	General Manager
A Burr	VP Student Activities
P Onyekachi	A&D Faculty Chair

<p>11/12-12</p>	<p>Minutes from Previous Meeting and Matters Arising The minutes from the last meeting were agreed as an accurate account of the previous meeting.</p> <p><u>Matters Arising</u> 11/12-05 (KPI) 5) DB noted that we need to establish a feedback monitoring mechanism for actively participating in line with CU plan. DB will put together proposals to bring to the next meeting. This has been done. Paper A to be discussed below as part of item 11/12/13.</p>
<p>11/12-13</p>	<p>Standing Item: KPI's (Paper A) PP presented a paper on KPIs on behalf of David Barley and detailed areas to be reviewed. PP noted that the document forecasts an increase in number in all areas.</p> <p><u>In Volunteering and Employability:</u> Expected increase in number of:</p> <ul style="list-style-type: none"> • Registered students, number of active students • Active Students • Partners • Schools partnered with Horizon <p><u>In Sports and Societies</u> Expected increase in number of:</p>

	<ul style="list-style-type: none"> • Sports Clubs • Societies • Sports Club Members • BUSA/BUCS League Position <p>PP noted that there is 4000 membership so far and at least 30% expected increase in sports membership. PP noted 100% membership increase over 3 years although more societies have been ratified.</p> <p><u>In Advice Centre</u> Expected increase in number of:</p> <ul style="list-style-type: none"> • Enquiries • University Working Groups/Committees attended • EIPs • Projects <p>OO noted that the increase will be significant after Advice Centre assessment. EL suggested amendment on the document, to remove 'EIPS' and to replace with "ACP" (Plagiarism). AO noted that there has been an increase in number of accusations of Plagiarism.</p> <p><u>In Representation</u> Expected increase in number of:</p> <ul style="list-style-type: none"> • Course Reps • Training Sessions Delivered • Reps Trained • Halls Reps <p>PP suggested including the figures from student council and by elections to represent all the participation.</p> <p>EL asked if there is a possibility to get a breakdown of who is voting in order to know the representation of voters in elections. EL stated that the information needed is not about revealing the voter's identity but getting statistics of different groups voting such as how many post graduates voting etc.</p> <p>AO asked PP if the University can help filter the requested information. PP responded that the vote is data based on Universe therefore there should be a possibility to look into the request. PP will ask about the cost of designing and setting up all the system. PP suggested that in the meantime there should be a check on the nominations to get an idea of the representation.</p> <p>The figures for Campaigns, Funding, Communications and Student Engagement KPI's are not yet available. Further discussions on their KPI's will be held in the next meeting.</p>
Action	<ul style="list-style-type: none"> • OO asked PP if the University can help filter the requested information. PP responded that the vote is data based on

	<p>Universe therefore there should be a possibility to look into the request. PP will ask about the cost of designing and setting up all the system.</p> <ul style="list-style-type: none"> • The figures for Campaigns, Funding, Communications and Student Engagement KPI's are not yet available. Further discussions on their KPI's will be held in the next meeting.
<p>11/12-14</p>	<p>Standing Item: Strategic Plan (Paper B)</p> <p>AO went through the paper on strategic plan and highlighted three major themes CUSU will focus on as the strategic direction for 2012-2016.</p> <ul style="list-style-type: none"> • Theme1: Creating Student Leadership • Theme2: Enhancing Student Life and the Student Experience • Theme3: Sustainable and Ethical Futures <p><u>THEME 1: Creating Student Leadership</u></p> <p>a. Representation and partnership (2011-2012)</p> <p>OO noted that one motion will be submitted to the NUS National Conference sometime in February 2012 to ensure students are given a voice at the national level.</p> <p>In terms of establishing a Support Service Reps scheme across the University, EL reported that 3 Reps have been recruited so far and there is an increase in representation in many areas such in volunteering. It has been agreed that the main focus will be on Estates, CUSU and Library.</p> <p>AO will set a date for a student only forum each term.</p> <p>Discussions were held on what sort of training is needed by students to lead. Suggestions from discussions included:</p> <ul style="list-style-type: none"> ✓ Setting up an online module on 'how to' ✓ Posting a simple form related to what each society does ✓ Reference material are needed to help students representatives do well their job <p>AO asked if this should be made into a motion. There was no speech for the idea of a motion.</p> <p>AO to develop available information on committee & council and put it online.</p> <p>b. Empowerment (2011-2012)</p> <p>With regards to the Quality representation through training for all Councillors, AO will find out how we are doing training wise for all the councils.</p>

EL discussed the integration of Senior and Course Reps functions and across faculties for best practice. EL noted, however, that the issues in HLS Faculty will not be the same as other faculties.

c. Engagement (2011-2012)

AO noted that Equality & Diversity department has a monitoring and data collection system. It was reported that 3 motions are already in place. PP noted that data can be obtained through Advice Centre and through feedback strategy to measure how students find out about the Advice Centre etc.

Discussions were held on strengthening the CUSU image as a Coherent identity. AF asked why the option to leave a comment on CUSU facebook has been removed. AO responded that this was due to bad comments and suggested that if anyone has a question should come directly to talk to the Sabbs.

AF asked about chat room to know the selection process for the questions to be answered. AO responded that the selection is monitored fairly and Gareth J is in charge.

EL suggested hiring a social media coordinator to manage Facebook comments so to be a student-led communications. PP responded that increasing student communications and letting them take participation control is a good point and may lead to more engagement.

PP, Gareth J and OO will look at social media handling.

OO to follow up with Facebook communication and comments.

On developing political Societies, AO noted that CUSU has procedures that protect the societies as long as they do not break the law. Discussions were held on political societies agendas, involvement and its impact.

AO discussed on how to engage student volunteers to deliver promotional talks and noted that a framework is needed on how to do that.

EL asked if this will be like the induction talk and suggested an incentive to encourage more students' involvement.

OO to investigate on the incentive on promotional talks in connection with Add-vantage Module

	<p>d. Employability (2011-2012) PP to provide accreditation training session form. It was reported that 10 Add-Vantage Modules and 5 internship opportunities have been offered so far.</p> <p>PP will speak to Gareth J about supporting employability through CUSU media.</p> <p>Page 4 – Page 8: To be discussed in the next meeting. Carry Forward.</p>
Action	<ul style="list-style-type: none"> • AO will set a date for a student only forum. • AO to develop available information on committee & council and put it online. • With regards to the Quality representation through training for all Councillors, AO will find out how we are doing training wise for Student council. • PP, Gareth J and OO will look at social media handling. • OO to follow up with Facebook communication and comments issues • OO to investigate on the incentives for promotional talks in connection with Add-vantage Modules • PP to provide accreditation training session form. • PP will speak to Gareth J about supporting employability through CUSU media. • Page 4 – Page 8: To be discussed in the next meeting. Carry Forward
11/12-15	<p>Standing Item: Student Leadership & Empowerment (KPI) (Paper C) PP went through Paper C (tabled) and defined student empowerment KPI as making decisions, influencing and instructing others.</p> <p>PP noted that the proposed KPI looks at how students can influence decisions and the degree of their empowerment. Three levels have been identified: NUS level, University level and CUSU.</p> <p>AF asked how the attendance is monitored. PP responded that the attendance is recorded at each meeting and there exists a strike policy for absences without apology. PP explained that by</p>

	<p>measuring the minimum attendance and maximum attendance, it is easy to see how much percentage has gone up or down.</p> <p>PP to add the overall number of motions to Students Council from non-Executive members.</p>
Action	PP to add the overall number of motions to Students Council from non-Executive members.
11/12-16	<p>Any Other Business</p> <p>AF asked if there is any Succession Planning for a Returning Executive. PP noted that the succession plan should be monitored in terms of engagement. PP will look into integrating succession plan into the KPIs.</p>
Action	PP will look into integrating succession plan into the KPIs.
11/12-17	Date of next meeting: 10am; 9thDecember 2011