



Annual General Meeting

11th March 2023

14:00-15:00

Trinity Building – T14

Total Number of Attendees –

Quoracy: 25

Members present (Online & In person): 39

Presenters & Co-chairs:

Kelsey Howard-Matthews, SU President – KHM

Caitlin Fieldhouse, SU Vice President – CF

In attendance on panel -

Lisa Burton, Chief Executive - LB

Welcome from the Presenter and Chair of the Board

KHM welcomed members to the meeting.

KHM asked the group to vote

Confirm that attendees are satisfied with meeting set-up and technology

A vote was conducted to make sure attendees were happy with KHM and CF hosting the AGM and to confirm attendees were satisfied with the meeting setup and technology.

Yes: 34

No: 0

Abstention: 0

Approved

CF explained what is the AGM and why it is important.

KHM

Ratification of minutes of previous AGM

CF asked members if they had any comments or questions on the minutes from last year's AGM, none were raised.

CF asked members to vote to ratify the minutes of the meeting

Yes: 36

No: 0

Abstention: 0

Approved

Key successes from 2023/24

KHM summarised key successes from last academic year.

Update from the Officers

KHM updated members on what work has been completed, and her top aims:

Completed and published the new values-based Student Charter

Authored and submitted the student submission for the new Access and Participation plan

Created an Inclusive version of the student handbook for personal tutoring

Co-created and Co facilitated the “coaching approach to personal tutoring”

Co-created the principles for the framework for the inclusive and accessible curriculum and assessment.

Created a student voice mechanism workshop for academic inductions.

Completed the annual breast cancer awareness month campaign

Facilitated workshops for our partnership students to grow the student voice

Supported in the development of the curriculum of social justice

Co-developed the new policies around sustainability

Creating a framework for Enhancing student success through relevance and applied learning in the curriculum

Ran our Sexual Health awareness week during February

Caitlin updated members on what work has been completed, and her top aims:

Completed

Improved communication methods between LTSU and Clubs/Societies based on student feedback and continuously adapted to student-specific needs.

Supported and empowered students to create their own communities leading to an increase in the number of both clubs and societies.

Continued to ensure the continuous promotion and engagement of existing clubs and societies through give-it-a-go, BUCS, Fairs, Varsity, photography sessions, social media coverage, website promotion, campaigns, and more.

Worked to encourage the student voice in areas that differ from academia and have continuously asked for feedback within the remits of activities, student welfare, and sustainability.

Following my previous work surrounding disabilities and mental health, I have continued student welfare campaigns alongside LTSU Advice. For example, gambling awareness, housing support, winter break support guide, World Mental Health Day, pride, International Day of Disabilities, Time to Talk Day, Valentines Sexual

Health Week, Brew Monday, and more.

Part completed year-long 'Ignorance is not bliss: Sustainability and Education' year-long Sustainability campaign.

Started work with departments focused on sustainability to see how the university can improve on the Horsforth and City Centre campuses.

Sustainability reviews and action plans including activities review, review of negative impacts, review of current knowledge of sustainability amongst diverse student population.

Upcoming aims

Completing the final sections of the sustainability year-long campaign by working on campaigns, awareness, innovation and implementing changes to support the United Nations Sustainable Development Goals.

Working with the university to become more sustainable at the Horsforth and City Centre campuses. This involves the Education for Sustainable Development strand and the Inclusive Pedagogy and inclusive assessment strand from the Curriculum for Social Justice as well as working with the university on the Sustainability Strategy.

Student Welfare campaigns following my previous work surrounding disabilities and health, and well-being through myself and LTSU Advice. Campaigns coming up shortly include University Mental Health Day, Mental Health Awareness Week, Ramadan, Mental Health and Sustainability, stress awareness, and more. Continue looking at the accessibility of activities on campus to see how the university and SU can be more inclusive with the extra-curricular activities available to students to ensure that all students feel like they can get involved.

Supporting clubs and societies with handovers to new committees and ensuring adequate training and resources ahead of the 24/25 academic year.

Continue to work on the promotion and engagement of clubs and societies to ensure sustainable development and upkeep. The current focus is on clubs and societies that are trying to start-up but may be struggling with gaining interest and attention from the current student population.

Receive the Union Accounts

Lisa Burton, CEO, updated members that LTSU is a charity that has its accounts audited by an external, independent organisation, who have confirmed that the accounts are a true and fair view of the Students' Union.

The Students' Union's main funder is the University with additional funds received from third party sponsorship, our venues like the SU Shop and the Student Bar, events and NUS extra cards. The Union's Trustees approve an annual budget for the Students' Union and all money that is received goes back into the SU's services and activities for students.

During 2022/23, LTSU had a total income of £477,248 and a total expenditure of £425,960. The money is spent to deliver the services and activities that students need from the Students' Union.

Appointment of Watson Buckle to undertake an independent examination of accounts

The CEO informed members that LTSU will be recommending the appointment of Watson Buckle Limited to the Trustee Board.

The CEO asked members if they were happy to confirm Watson Buckle as auditors

Yes: 36

No: 0

Abstention: 0

Approved

Approving the list of affiliations of the Union – Advice UK, NUS & BUCS

CF explained that the Students' Union is currently affiliated with 3 organisations:

Advice UK

A national, independent advice organisation that establishes the Advice centre as a member of a recognised and appropriate national body.

Yes: 38

No: 0

Abstention: 0

Approved

NUS

The National Union of Students and this affiliation allows LTSU to work collectively with Students' Unions across the UK. NUS also provides expertise, support, and knowledge so that LTSU can support students.

Yes: 34

No: 3

Abstention: 0

BUCS

The British Universities and Colleges Sports is a national governing body for higher education sport in the UK.

Yes: 37

No: 0

Abstention: 0

Approved

Members question time for Trustees

KHM and CF welcomed members to ask questions of the Trustee Board.

Question 1 from pre- submitted form:

What is happening with the Student Union shop? Students are confused about the shop because it is not open, but the space is still there.

If the shop is no longer operating - what else can the space be used for?

KHM responded and confirmed that the shop is open but has moved to a new location in the AG100 corridor. Please come by the shop and we can open it for you. We are also currently looking to launch an online shop.

Question 2 from pre- submitted form:

Can we have sports on in the student bar e.g. the football?

KHM states that if it is on terrestrial tv then we can if it is on a paid channel then we cannot be due to the current licenses LTSU hold.

KHM asked for any more questions from the members.

No questions received.

KHM thanked members for participating in the Annual General Meeting and closes meeting.

End of meeting