

## **Attendees**

Shawn (S) / (Chair) - Council Chair and Post Graduate Students' Officer  
Theo Madden (TM)-Vice Chair and Disabled Students' Officer  
Kelsey Howard-Matthews (KHM) - LTSU President  
Caitlin Fieldhouse - (CF) LTSU Vice -President  
Mark McKeown - (MM) International Students' Officer  
Isaac Elwell-Oakes (IEO) Mental Health Officer  
Samuel Wright- (SW) Mature and Part Time Officer  
Jordi O'Connor - (JO) Sustainability Officer  
Anita Chippendale - (AC) Interfaith Officer via Online  
Ifat Saghir- (IS) Women's Officer  
Maddie Goodhand - (MG) Faculty Rep SSE

Nathan Barker Engagement Manager (NB) - Minute taker  
Damon Shaw (DS) - Head of Commercial Enterprises LTU

## **Welcome & Apologies**

[S] Calls meeting to order, discussed that DS will present first as there is no urgent matter arising, minutes and attendance will be discussed after DS presentation.

## **Presentation by Damon Shaw - City Campus Catering Provision**

DS thanks the group for allowing him to speak. Explains University work done in the City Centre campus, and the working relationship with Aramark.

DS presents four catering options to council with concept images, alongside the catering options student have in the area.

Concept 1 - Starbucks  
Concept 2 - Costa  
Concept 3 - Fairground  
Concept 4 - 53 Degrees.

DS explains the waste supply procedures and ethical stances on each of the concepts provided, opens the floor for Council opinions.

JO explains his interest for 53.3 degrees as it is in house with Aramark, and the fact that more money goes into the farmers and local communities. Drawn to is sustainability aspect.

MM agrees that 53 degrees is vaguely sustainable, raises concern it is an American company and there should be a drive to source a local coffee company. Suggests finding a local company such as North Coffee or Coffee Brothers. Expresses that the high ups

such offer 2/3 local companies to see how they stack up against the big chains.  
MS states of the four he would choose Fairground.

DS explains the full tender process the Uni went through when finding a supplier. Smaller companies could not handle it due to size and capacity. Explained that the process of the tender focused on sustainability, and the University do have local food in the space.

KHM preferred Fairground, as it is not Aramark supporting Aramark.  
KHM states Fairground have a nicer colour pallet which will provide a suitable breakaway space for students.  
KHM expresses concerns over pricing structures.

DS responds with the pricing structures being the same across the board.

TM explains how colour schemes can affect students but expresses no preference.

MG leans towards Fairground or 53.3 degrees due to feedback she has received from students over student concern over prices.

TM suggests going for 53 degrees or Fairground as the other options are available in the city.

SW raises Starbucks and Costa are everywhere, the other two options are something different. Also shared complaints he has heard about pricing at Costa and Starbucks.  
Fairground would be a unique option.

KHM expresses she feels Fairground are more trending with the vibe of students.  
Expresses students are more socially conscious and Fairgrounds message aligns with this.

DS shares that an earlier group followed similar themes.  
DS thanks the group and leaves the meeting.

### **Welcome & Apologies Revisited**

Apologies  
Lois Koko - Faculty Rep BCDI

### **Approval of Previous Minutes**

MG raises she is unsure about an action given to her regarding placement arrangements and primary ed course reps. Wants to check the action.

S asks the situation with three sets of minutes shared.

NB explains conversations over discrepancies are currently being handled with Representation & Democracy coordinator, any further concerns over previous meetings need to be directed to them.

AC raises how some of the initials on the minutes are wrong and need to be amended

S raises he too has noticed 3 or 4 discrepancies. Suggests the best course of action is to wait for LTSU staffs return and minutes approval is postponed to next meeting.

### **Urgent Matters Arising**

No urgent matters provided.

### **Officer Updates**

#### **International Students Officer Update**

MM notes success in attaining all international students emails after numerous emails. Notes collaboration with JO and discussions with hiking events across various locations including Scaffold Pike, three events across the year ending in April.

JO and MM agree to share on reporting on these events.

No questions, no objections to MM update. Update passed.

#### **Disability Students Officer Update**

TM discussed the passing of Antibullying Week.

**Action** - TM to discuss BAME survey with LB

TM notes he is awaiting the return of Representation & Democracy Coordinator to set up meeting regarding the organisation of Disability History Month.

No questions, no objections to TM update. Update passed.

#### **Sustainability Officer Update**

JO discussed ongoing work with AC on the Sustainable Interfaith space, checking the accessibility of the outside space.

JO noted work with University Estates team to check feasibility of sourcing battery bins and fire risk of vape bins.

**Action** - JO to check on ability to start an awareness campaign for the bins.

No questions, no objections to JO update. Update passed.

#### **Interfaith Students Officer Update**

AC discuss ongoing work of the Interfaith Garden with JO. Awaiting the return of Representation & Democracy Coordinator to iron out concerns AC has regarding this area.

**Action** - AC to reach out to Representation & Democracy Coordinator regarding Interfaith

Garden concerns.

AC discussed social posts with IS supported by KHM and LTSU Marketing regarding 16 days of Activism against gender violence.

Has worked on Women's prayer day, a meeting with LB and LTU Chaplaincy has been organised.

No questions, no objections to AC updates. Update passed.

### **Women's Officer Update**

IS reiterates the ongoing work with AC have been main priorities.

KHM and IS agree to share calendars to work on International Women's Day.

**Action** - IS to share calendar with KHM

No questions, no objections to IF updates. Update passed.

### **Mental Health Officer Update**

IEO discussed worked with LTSU on social posts regarding Heard of Alec Campaign.

Notes complications regarding Andy Man campaign not responding on their event.

IEO notes intention to schedule ongoing events for after Christmas instead of before.

SW asks if IEO has called Andy Man, IEO responds with just email comms.

No questions, no objections to IEO updates. Update passed.

### **Mature & Part Time Students Officer Update**

SW discusses plans for new year. Notes that York Christmas market has passed, ongoing plans will continue and be scheduled for after Christmas, keeping in touch with students.

No questions, no objections to SW updates. Update passed.

### **Council Chair Update**

S discussed timescale between previous meetings. Two key points undertaken, one regarding a constitutional requirement to have the Trustee Minutes uploaded on website. Initial response from LTSU staff was that it should not go on website, this meeting was with NB and Commercial Manager, this information was wrong. Trustee minutes have now been placed on website.

S is currently working with LTSU staff on how notifications should be sent out to students for them to attend and the booking process. This is ongoing works in progress.

No questions, no objections to S updates. Update passed.

**\*Vice President enters room\***

## **Meeting is handed to TM as role as Vice Chair**

### **Postgraduate Students Officer Update**

S discusses work speaking with Postgraduate students to check if Gym memberships could be provided that is shortened to suit. Trinity Fitness have noted they have scrapped this type of membership previously.

**Action** - S to follow up with Trinity Fitness to find why old memberships was scrapped and what can be offered.

No questions, no objections to S updates. Update passed.

### **Faculty Rep Reports**

MG discusses work attending various meetings. Attended new meetings and fed back in Student Voice Committee & LTSE. Has discussed potential solutions for students.

**Action** - Discuss potential solutions and feedback with students.

MG notes she has sourced feedback from Level 5 Psychology. Discusses contact with course reps to gather feedback from other courses. Feedback so far has noted negative student views on cleanliness of facilities and costs of items on campus.

KHM congratulates MG on speaking in meetings with Chancellors and University Exec.

No questions, no objections to MG updates. Update passed.

### **Sabbatical Officer Reports**

#### **President Update**

KHM discusses work on Personal Tutoring. Notes good news that there has been a submission of the tutoring approach to UKAP, a tutoring and mentoring organisation. KHM will find out in the new year if they get to present their findings. Discusses the move on to phase two of reviewing personal tutoring.

KHM and MG agree to work together on making tutoring more relevant to students.

KHM discusses work with LBU/LUU officers and contacting the mayor regarding travel and elections, ensuring students understand what they are voting for.

KHM also notes work with CF on the Dream Big campaign, received good feedback from students on how the University supports students careers. Feedback has suggested that graduates should come in to talk to students about careers and real-life experiences.

KHM discusses work with CF on the Smart Action Plan.

**Action** - KHM & CF to meet with JO to discuss action plan and sustainability.

**Action** - KHM to continue work on Safety on campus and support and report tools. Notes she is awaiting the new Director of Student safety and wellbeing who will help implement these changes.

MG asks KHM how the allocation of tutoring works, as students are experiencing personal tutoring meetings and dissertation meetings at the same time, MG suggests students should have the meetings separately.

MG asks KHM if Alumni for Teacher Ed includes PGCE undergrad.

**Action** - MG to find out if any Postgrad PCGE need support or would like discussions from alumni.

JO suggests that Welcome Week would be a good push to hold Alumni talks.

TM suggests an Industry day to KHM as it could benefit students, similar to Media & Journalism week.

KHM intends to University staff to hold a career week where students can work on CVs.

No questions, no objections to KHM updates. Update passed.

### **Vice President Update**

CF adds apologies for lateness.

CF notes her annual leave.

CF discusses ongoing work on Varsity, Awards and SAC. CF notes work on making the adoption process easier for students.

Has contacted students who have been 'Interested' in societies, following up with them to see how she can support.

CF discusses work with LTSU staff on the Winter Support guide, meeting is happening tomorrow. Currently planning Day of Disabilities, a meeting with Trinity Fitness has been set up tomorrow to discuss how sport can be made more accessible.

CF discusses meeting with LTU Marketing Students and how valuable feedback has been given, LTSU staff intend to make changes accordingly and improve to suit feedback.

CF has been working with the recently resigned LGBTQ+ Officer. Plans had been put in place with the officer and CF to collaborate on the events.

CF states she is happy to continue picking these up post the resignation.

CF states she is happy for any member of council to come forward if there are issues with her taking on this work.

CF discusses collaboration with KHM on Dream Big campaign. Intends to check in with students in semester two to see how their support needs have changed.

Both have also worked on the negative impacts of sustainability with LTSU staff.

S asks for clarification on if CF is picking up the role of LGBTQ+ Officer or just the events.

CF clarifies she is just picking up the supporting of the events as the Officer planned them alongside CF, she is not taking up the role.

TM offer support in this area.

No questions, no objections to CF updates. Update passed.

### **Motions**

No Motions to discuss.

### **\*Break\***

S reopens meeting.

S asks council if they would like the option in future to have a 2.5 hour meeting with an agenda set for two hours, to allow for deeper conversations to be had on current student issues.

CF raises she feels better discusses can be had on student issues.

JO would like a notification during the meeting if he is overtime.

TM raised issue with sports session after.

KHM would like to finish discussions first before moving on.

**\*All Council agree for future sessions to be 2.5 hours with a 2 hour agenda, to allow for deeper discussions if needed. A priority will be given to members who can't attend the full session. \***

### **Sustainability**

KHM opens meeting up for feedback from last council's discussion.

MM suggests council need more time for sustainability discussions. Discussion on the importance of sustainability within the roles as sustainability is driven at local level.

MM notes that sustainability is integral to each council members role.

KHM asks the group if they would like LTSU to look as how we are sourcing goods from an internal perspective.

MM agrees and raises question on local beers in bar.

KHM explains NUS supply restrictions.

MM discusses how students would love to see local products within the University areas and SU bar.

CF raises the local alcohol free range in the bar.

JO asks the group; how can they make the officer roles more sustainable.

SW suggests considering paper, light and water usage from students, also reviewing the target audience within our roles, also running go green activities.

MG suggests a quality education to be repped for as it would focus on the sustainability of students. Discussed how this would make students more sustainable for long term goals.

MG discusses UN's goals for 2030 is to have equal access for all students in education.

JO explains interest in further work with MG focussed on social justice.

**MG and JO agree to work together in this area.**

KHM discusses intentions to create a survey to gain councils knowledge on sustainability at the start and end of the year, it would then be reviewed to see if sustainability conversations have a valid spot on the agenda and space to educate people.

TM links back to social justice and provides MAP Charity as a contact for JO and MG.

TM suggests council and students need to utilise the green spaces on campus.

TM discusses he feels there is a lot more work to be done on making students aware of utility bills and costs. Adds the suggestion of posters being used to show sustainable ways to travel to campus.

MM adds he that sustainability is the glue the holds the council together. Adds he believes it should be within the role descriptors moving forward.

JO discusses the fact that he does not have a set group of students as other roles on council do. Expresses desire to work with all members on council.

JO discusses work with AC in the wildlife and preservation area.

KHM notes of her push for the work sourcing a greenhouse.

**Action** - KHM to follow up on sourcing the greenhouse.

No questions, no objections to CF updates. Update passed.

**\*JO leaves room\***

### **Trustees Report**

KHM opens with verbal report.

S states he would appreciate if future reports were given in writing in advance so other council members can comment.

CF asks the group if anyone minds it being a verbal report. Discusses that the Bye Laws does not state that it must be written.

S states he does not mind today that it is but notes Bye-Laws should be circulated in a timely manner.

**CF and S agree to discuss this after the meeting**

KHM discusses how two meetings have taken place. However, one of the meetings minutes have not been approved.

KHM highlights LTSU are going for QSU (Quality Student Union), a report in collaboration with NUS that focusses on Governance, strategy, and objectives. An in-person audit will take place. A report will be given to LTSU on how they can improve.

KHM states budget for the year has been approved in September.

Trustees raised comments that the interactive handbook from KHM was a good step forward for students.

Trustees reviewed the Risk Register; a discussion was held to review and update the structure.



Trustees approved the student charter.

S states a request for a written request was sent to NB and KHM on the 20.11.23.  
S discussed that he is open to approaching the Trustee board if they are not happy to create a written report.

S raises query over action from previous meeting regarding the Trustee position.  
KHM discusses the process of how students can apply for the Student Trustee position, clarifies there is one position.

### **AOB**

MM raises concerns of international students not flying home for Christmas and they may feel lonely during this period. Ask the group if there is any support or outreach for them?  
CF discusses the Festive Break Guide she is working on.  
KHM discusses students received vouchers in previous year for food in The Old Ball.  
Students on campus will receive support contacts over the holiday period.  
MM discusses he would like to see two events happen for these students.

MG raises her contact with Student Support. Discusses the night support from university staff and Accommodation team.

Group discuss dates for next student council.  
CF suggests date for January.  
MG raises that she and others will not know timetable until January 2<sup>nd</sup>.

**Action** raised for LTSU staff to send out email to gather timetables and availability for possible dates from January.

**\*All Council agree\***

Council Chair closes the meeting.