**SU Council Agenda**

Monday 13th

March

AM11/

Microsoft Teams



**Item 1 – Welcome from the Chair (18:00 – 18:05)**

Council Chair to bring meeting to order, welcome Officers and confirm attendance, absences and apologies.

**Item 2 – Approval of minutes from the previous meeting (18:05 – 18:10)**

Council to approve minutes from previous meeting as an accurate record (minutes available online and in Appendix A).

**Item 3 – Matters Arising (18:10 – 18:20)**

Councillors are able to raise any issues which they believe require immediate attention.

**Item 4 – Attendance Log and Task Tracker (18:20 – 18:30)**

Chair to check historical attendance log is correct (Appendix B). Chair will ask for updates on task tracker (see Appendix B) on actions completed.

**Item 5 – Action Tracker and Officer Updates (18:30 – 18:50)**

Chair will ask for updates on action tracker (see Appendix B). The action tracker tracks actions agreed at meetings and those responsible for them. Part-time Officers (excluding School Reps) to update Council on a summary of the work they have undertaken since the last meeting.

**Item 6 - School Rep Reports (18:50 - 19:10)**

School Reps (for ICE, FBCDI, and SSHS) to summarise reports with feedback from students and Course Reps. These reports are available in Appendix C. Council to then discuss issues and potential solutions.

**Item 7 – Sabbatical Officer Reports (19:10 – 19:30)**

President to report to Council a summary of work undertaken so far. Council may then ask questions of the Sabbatical Officer. President goals are in Appendix D.

**Item 8 – Motions Debate (19:30 – 19:40)**

Council to consider, discuss, debate and (if appropriate) amend policy which has been created in response to an idea gaining more than 30 interactions through Student Say. Full motions are included in Appendix E.

**Item 9 – Sustainability (19:40 – 19.50)**

Sustainability Officer to update Council on Sustainability goals and projects.

**Item 10 – Representation of vacant Council roles (19.50 – 19.55)**

Council to raise and discuss any ideas for supporting the student communities for whom there is no current SU officer in post.

**Item 11 – AOB (19:55 – 20:00)**

Discussion of any other appropriate business deemed appropriate by the Chair.

**Appendix A**

Student Council

**20/02/23**

*Present:*

Caitlin Fieldhouse – CF

Jessie Barker - JB

Kelsey Howard-Matthews - KHM

Lisa Herbrig - LH

Rachel Ward – RW

Sonya Karamzalieva – SK

*Absent with formal apologies:*

Evie Hudson - EH

Humaira Khan – HK

Sophie Strangeway – SS

Eliza Dolly - ED

*Staff absent with formal apologies:*

Louise Brenkley - LB

**Item 1 – Welcome from the Chair**

RW thanked everyone for attending, confirmed attendances and apologies and confirmed the meeting as quorate

**Item 2 – Approval of minutes from the previous meeting**

RW asked members for their approval of minutes from December’s meeting; all confirmed their approval

**Item 3 – Matters Arising**

KHM explained that Council members will be receiving an email for approval of a Student Trustee

KHM confirmed that the Mature and Part-Time Students’ Officer has now resigned from post

**Item 4 – Attendance Log and Task Tracker**

RW confirmed historical attendance log as correct

**Item 5 – Action Tracker and Officer Updates**

CF described her Brew Monday campaign and how it was received with positive feedback from the Samaritans on her posts

CF explained her posts for World Cancer Day, her promotion of Course Repping and the DSO for the Elections

JB updated on her work on the focus groups for feedback about the MHWS services and that some of the focus group sessions were still yet to run

JB added that she is planning a library display for mental health for University Mental Health Day as well as some support with planning of the stall in the Atrium

LH updated that she had been to a paint your own pottery studio with the international student new arrivals

RW explained that she has been working on Green Impact with KHM regarding sports kits to move forward to set up a campaign for donating and is hoping to set up a meeting with S Todd to discuss linking with a charity in Manchester

RW updated on the Swap Shop initiative and has set up a Leeds Trinity Swap Shop on Paperclip. RW added that she is aiming to create a social media campaign with the SU to promote and launch it

CF added that she is working with accommodation to get the website updated, which is just waiting for the content to be checked

CF explained that her Topic Tuesdays are liked by students

CF described how she is helping to support Matt Nunnerley with Uni Mental Health Day

**Item 6 – School Rep Reports**

SS’s updates were taken as read and RW confirmed that the feedback from Level 4 Film Students had now been addressed

**Item 7 – Sabbatical Officer Reports**

KHM summarised updates on the following:

* UCU strikes regarding marking of assessments and graduation - explained she has regular meetings with Deans of Schools who assure that the strikes should not impact marking and that everything is under control at this current time. KHM urged Council members to contact her if students are not receiving assessment feedback by the expected date and she will follow up
* International Women’s Day (in ED’s absence) - explained the plans for the different events throughout the week of 6th March; some of which are being run by the University and some by the SU
* Student Charter - getting students’ input to contribute to it and will be creating and sending a Padlet for Council members to add to in the current brainstorming phase and urged members to add their suggestions
* Careers and Placements – there are conflicting reports about what is being offered and what students are receiving from the service and is trying to collate evidence. KHM asked for any students to let her know of their experiences regarding this
* Breast Cancer Awareness – is posting monthly reminders on the importance of checking breasts
* Green Impact – will be a key focus, working with RW
* Mental Health – working on a plan of action for the rest of the year and for next year with an initial focus in March on stress regarding dissertations for 3rd year students
* BSL courses – is meeting with an individual who delivers sessions to discuss pricing

**Item 8 – Motions Debate**

No new submissions on Student Say receiving the required interactions

RW encouraged Council to submit ideas and to promote the platform to students

**Item 9 – Sustainability**

RW confirmed that she had given updates in Item 5

**Item 10 – Representation of vacant Council roles**

KHM asked members for any suggestions and ideas on how to support and represent student cohorts without a representative Officer as a task for the next meeting

**Item 11 – AOB**

RW raised energy use in the library and discussed ideas around the Switch It Off campaign

RW asked KHM if there was a University Sustainability Working Group; KHM confirmed there is a workstream for CfSJ

RW reminded members to bring some ideas for next council meeting for the representation of the current vacant Council roles

RW thanked Council for attending and closed the meeting

**Appendix B**

**Completed Task Tracker**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What was it? Include whether it is a****Campaign/Event/Policy** | **Who was involved?** | **When was this completed?** | **Did you get Student feedback? - if not how can you get it?** | **Progress. (section for later gained Student Feedback)** |
| Student focus groupsfor feedback onStudent Support andMental Health andWellbeing Services | Jessie (Mental Health Officer), Maria Tierney (Student Mental Health and Wellbeing Manager), Jan Hardy (Student Support Manager), Kay Holdsworth (Wellbeing Practitioner) | Held first focus group on 6th February – others will be held on 17th, 20th, 24th February |  Yes | Still in progress as focus groups are still happening |
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**Caitlin Fieldhouse (LTSU Disabled Students’ Officer)**

**Completed Task Tracker**

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| --- | --- | --- | --- | --- |
| **What was it? Include whether it is a****Campaign/Event/Policy** | **Who was involved?** | **When was this completed?** | **Did you get Student feedback? -if not, how can you get it?** | **Progress.**  |
| International Day of Sign Languages | Myself, Students within all faculties  | 23rd September 2022 | Yes | - Instagram Post to encourage others to learn sign language- This encouraged me to create British Sign Language student say, which has now been passed on Student Say  |
| Cerebral Palsy Awareness Day | Myself, Students, LTSU Student Trustee | 6th October 2022 | Yes | - Promoted on Instagram and shared other creators’ posts, as I do not know much about this disability- Worked with Student Trustee to develop my understanding and they shared her post  |
| Dyslexia Awareness Week | Myself, Kelsey, Stephen Campbell | Week of 7th October 2022 | Yes | - Worked collaboratively with Kelsey and Stephen Campbell to create a dyslexia awareness Instagram post- Students appreciated and recognised the support available.  |
| World Arthritis Day | Myself  | 12th October 2022 | Yes | - Students were encouraged to seek support from disability services, including creating student inclusion plans related to Arthritis. |
| World Sight Day | Myself, students, LTSU Student Trustee | 13th October 2022 | No | - Posted on LTSU Student Trustee’s Instagram as they work heavily with blind and partially sighted organisations - No current plans to collect student feedback but engagement on social media was good.  |
| World Kindness Day | Myself | 13th November 2022 | N/A | - Shared the importance of kindness from a general aspect and tips on how to be kind but considerate to disabled individuals within the community |
| Use the MyLTU app to update students on any issues around campus | Myself, MyLTU steering group |  | Yes | - Questions were raised about whether all students are receiving these updates or only ones with specified Student Inclusion Plans |
| International Day of Persons with Disabilities | Myself | 3rd December 2022 | Yes | - Created an Instagram post to raise awareness about the number of people affected by a disability- Received engagement with the LTU library |
| Disability History Month – Library display, social media post, Blog for DHM | Library services, Kelsey, Myself, Student Comms, Chaplaincy,  | 16th November 2022 – 16th December 2022 | Yes | - Instagram post to talk about DHM- Digital display for the library to raise awareness for DHM- Meeting with library services and Kelsey to discuss logistics- Physical Book Display with the Library with book reviews if able- Event planned with Student Comms and the Chaplaincy in the atrium for Monday 12th December to 'round off’ DHM- LTUBelong campaign involved in DHM to promote inclusivity - Information collated for Flyers for DHM atrium event made with Rebecca Wayman- Promoting support with disability services- Worked with Student Comms to create a ‘support and resources’ post on LTUStudents Instagram pages- Questionnaire created for students to raise awareness about issues surrounding disability at LTU- Interactions throughout the month with LTU library |
| World Braille Day | Myself | 4th January 2023 | Yes | - Created an Instagram story post to share awareness about World Braille Day and how to read braille- Included taking photographs of braille around LTU to show how LTU is accessible for the blind and visually impaired communities. - Informed by students and staff about places around campus that are not accessible via braille (e.g. AG11, Auditorium, MHLT partially, Media Services, LTSU) |
| Brew Monday (Alternative Blue Monday campaign with Samaritans) | Myself, Students | 16th January 2023 | Yes | - Feedback was positive as the online campaign was in the form of a video which students found easier to engage with- Feedback from this post highlighted that students across all levels do not know who the Mental Health Officer is and how to contact them about mental health-related concerns- Students highlighted that advice and support from LTSU are not promoted around campus- Received positive feedback from the Samaritans charity about breaking the Blue Monday stereotypes |
| World Cancer Day | Myself, Students | 4th January 2023 | Yes | - Received interaction from students within the Wellbeing society- Staff discussed the importance of sharing awareness for checking for symptoms of all types of cancer- Used the #WorldCancerDay hashtag to promote this on a wider scale with the aim of increasing awareness for current and prospectus students |
| Course Representative sign-up promotion | Myself | 5th January 2023 | No | - Promoted the LTSU Course Representative sign-up and explained the importance of this role to students to ensure that they know the importance of the student voice at LTU. This was after students exclaimed how their feedback was not utilised. |
| Disabled Students’ Officer Student Council role promotion | Myself | 14th January 2023 | Yes | - Promoted the Disabled Students’ Officer role over Instagram to students who may be interested in this role in the LTSU 23/24 elections.- Interest for information regarding the Mental Health Officer role was highlighted  |
| Helplines Awareness Day | Myself | 23rd February | No | - Promoted the importance of helplines and the support that they offer to individuals- Promoted different helplines for students who may be suffering and in need of support, especially with upcoming assignments |

**Action Tracker**

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| **What is it? Include whether it is a****Campaign/Event/Policy** | **Who is involved?** | **When - is there a timeframe for planning?** | **Who is it aimed at?** | **Progress** |
| Event - Talk from Andy’s Mans Club about men’s mental health for Men's Health Month (November) | Jessie (Mental Health Officer), Kieran (Vice President), Andy’s Mans Club (men’s suicide prevention charity) | 30th NovemberStudent Bar | Staff and students who identify as male | In progress – event is booked for 30th NovemberUpdate: event was cancelled |
| Homeless hamper- Donate non-perishable goods, home baking, items of clothing  | Rachel (SO), President (Kelsey) | End of November/ December | People who help the community, and reduce waste | Discussion with President- who has spoken to Charlie about logistics |
| Swap shop (campaign) | Rachel (SO) | Set up by February | Students/Staff | Set up initial shop on selected website (to update at the council meeting) |
| Looking at Green Impact criteria | Rachel (SO), Charlie, Louise | Ongoing throughout the year | Union, students and staff | Been in talks with union staff and some members of uni staff to talk about potential plans for green impact and how I can create the best campaign goals this year  |
| Student focus group for feedback of the MHWS  | Jessie (MHO) | Awaiting date |  | Awaiting dateUpdate: dates booked for February |
| In-person Eventto gatherfeedback (Timeto Talk day) | Humaira (ICE Rep) and Sonya (SHS Rep) | Deciding on event context by Thursday and booking stall health assessment | SSHS and ICE students | Just started |
| Student focus groups for feedback on Student Support and Mental Health and Wellbeing Services | Jessie (Mental Health Officer), Maria Tierney (Student Mental Health and Wellbeing Manager), Jan Hardy (Student Support Manager), Kay Holdsworth (Wellbeing Practitioner) | Holding focus groups in February (6th, 17th, 20th, 24th) | Students | In progress |
| Library display for University Mental Health Day | Jessie (Mental Health Officer), Library services | 9th March | Students | In progress |
| Events for University Mental Health Day | Jessie (Mental Health Officer), Kelsey (President), Maria Tierney (Student Mental Health and Wellbeing Manager), Jan Hardy (Student Support Manager), Kay Holdsworth (Wellbeing Practitioner) | 9th March | Students | In progress |

**Caitlin Fieldhouse (LTSU Disabled Students’ Officer)**

**Action Tracker**

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| --- | --- | --- | --- | --- |
| **What is it? Include whether it is a****Campaign/Event/Policy** | **Who is involved?** | **When- is there a timeframe for planning?** | **Who is it aimed at?** | **Progress.** |
| Inclusive spaces and accessibility to SU services | Myself, Kieran, maintenance and facilities, Danielle Metcalfe, Stephen Campbell, Kelsey, Karl Smith | Year long-project | Students with accessibility needs | - Continued meetings from July to October, waiting for facilities to respond to decide on whether the master plan should take priority, or the door should be put in place- Spoken to Kelsey about not replacing the door to be accessible due to SU’s plans for renovation. - Spoken with Karl about the accessibility of staircases around the university, and he asked for further clarification on what staircases are necessary - Spoken to students with mobility issues, but students state that every staircase is the issue - Report from a student came to me involving health & safety issues with regard to the accessibility of campus- Passed this on to Kelsey to discuss this further with individuals in the facilities & maintenance department after a disabled student expressed their concerns |
| Accessibility e:vision | Simon Mason, development and support analysts teams, Sarah Jacques, Russell Brown | Year-long project | Students | - Creating an accessibility group of students and staff to work collaboratively with Simons team on collecting feedback, student registration process, and module registration- Currently talking to students from different accessibility needs to further this group creation- Currently 3/5 students collated to create this accessibility group  |
| Sign Language Workshops | Myself, Kelsey and Stephen Campbell | October student say passed  | Those who want to learn sign language  | - Spoke to disabled students at LTU about the importance of sign language- Posted on Student Say to see if this is important for students- Promoted Student Say and LTSU website on Instagram - Passed on student say - Passed as a motion- Meetings with Kelsey to work out funding (Kelsey found possible grants) - Kelsey to discuss with Bev English about grants - Met with Shelagh to discuss Makaton levels, prices, and sessions on 23rd Feb- To discuss further with KHM  |
| Accessible campus tours – Make ambassador tours more accessible - accommodation | Myself, Student Recruitment and marketing | Year-long | Student ambassadors/ Prospective students  | Initial Meeting mentioned with Luke – Happy to work on accessibility projects regarding Student Ambassador Teams |
| LTU Website to include information about adapted accommodation  | Myself, Student Recruitment and marketing, Accommodation  | June | Student ambassadors/ Prospective students | - Researched other universities to see how they promote accessible adapted accommodation on their websites - Spoken with Zoe from Accommodation to discuss the current adapted accommodation information displayed on the LTU website. Zoe gave me contact information for me to discuss the necessary changes further- Currently preparing new information to be displayed on LTU website- Changed from February to June to match the accommodation contracts |
| Promotion of different types of support and equipment | Myself, Stephen, student support team, library, Student Comms | Year-long project | Students requiring support  | - Four peer support are non-medical help trained. This is now available to all PSC- Encouraged disabled students to discuss with Stephen about SIPs - Collaborated with Rebecca Wayman Student Comms to promote support and resources during DHM- Concern raised by a student about the Tranquillity space in the library - Promotion of support emails at the start of semester two for students starting in Jan- Promoted ways to contact disability support - Promoted academic support for students- Promoted Disabled Students’ Allowance |
| Absence section of ‘Student Check-in’ to include an ‘other’ | Myself, MyLTU steering group, SLEOs  | Semester Two | All students who use the MyLTU Student Check-in tile to monitor attendance | - During semester two, I will look at what is already available and look at interactions that SLEOs have with this to see what can be changed to support disabled students further- Spoken with students and staff who monitor student engagement and attendance to discuss HE attendance and MyLTU. |
| Create inclusive activities for all students to participate in | Myself, Clubs and Societies | Semester Two | Anyone but specifically disabled students who may feel left out or marginalised | - Speaking to students with disabilities about what activities they may want to participate in and what societies they would like to have joined but felt put off - Spoken with members of the Wellbeing Society to discuss possible interest in creating activities for students- Athletics club/ upcoming society raised the issue of lighting for all students, especially during the winter months – now inside of Trinity Fitness- Clubs and Societies expressed their concerns about communication between them and LTSU |
| #TopicTuesday Social Media campaign involving topics surrounding disabilities. Discussing disabilities on a wider scale and throughout HE. Will also collectively involve tips supporting disabled students and debunking myths surrounding disabilities. | Myself, Students, Possible Wellbeing Society collaboration | Semester Two and possibly semester three, depending on the engagement | Students, Different departments of LTU, and any interested individual | - Started collating ideas for each week with other students. - Raised the idea of posting certain topics during awareness days/ weeks to ensure students can learn more about disabilities without being overwhelmed by content.- Posted on Instagram to share awareness of #TopicTuesday starting in semester two- Interest from the Wellbeing Society and students to collaborate on topics - Issues surrounding Topic Tuesday due to my individual disabilities |
| Student Volunteering Week  | Myself | Semester Three | All Students | - To promote volunteering opportunities around LTU to enhance students’ experiences- To share awareness of the importance of student volunteering - To promote volunteering opportunities around the Horsforth and Leeds area - Changed to semester three to encourage students to volunteer over the summer |
| International Women’s Day | Myself | Wednesday 8th March 2023 | All students | - To increase awareness of influential women with disabilities- To promote ways to celebrate international women’s day |
| University Mental Health Day | Myself | Thursday 9th March 2023 | Students who may struggle with their mental health  | - Looking at ways to ensure that mental health is a university-wide priority for all students - Inspiration from the Wellbeing Society: create a board for students to share their positive tips about managing their mental health at LTU- Create this tips board on my social media to allow students who may struggle with MH to access this support |
| Neurodiversity Celebration Week | Rebecca Wayman (Student Comms), myself, neurodiverse students | 13th-17th March | All students | - To work with Rebecca on a video to promote neurodiversity celebration week- To share awareness of neurodiversity for all students- TopicTuesday to be based on neurodiversity- Rebecca asked me to promote a video opportunity to students to see who would be interested in participating- Student Comms asked if KHM would be willing to participate  |

Attendance Log

**Appendix C**

*Feedback from a student in BCDI reported a concern direct to KHM*

*No further updates have been received*

**Appendix D**

**Kelsey’s Goals**

*Refer to February’s attached document*

**Appendix E**

*No further ideas gaining more than 30 interactions through Student Say since November’s Council meeting*