



## Minutes of Meeting

**Meeting:** COUNCIL/SENATE/STUDENTS' UNION COMMITTEE

**Date and Time:** Tuesday 9 April 2019 at 2.15pm

**Venue:** 4 West Boardroom

Present:	Professor I White (Chair)	Vice-Chancellor & President
	Mr J Kitchen	Education Officer, Students' Union (SU)
	Professor P Lambert	Pro-Vice-Chancellor (Learning & Teaching)
	Professor C Mitchell	Elected by Senate
	Dr J Troyer	Elected by Senate
In Attendance:	Miss M Crawford	On behalf of Ms K Pickett, Paper 026
	Dr C Harris	Secretary
	Dr J Harris	Director of Academic Registry
	Mrs J Loveys	Director of Accommodation and Hospitality Services
	Mr A Payne	Director of Student Services
	Mr A Pederson	Chemical Engineering Sustainability Group, Paper 024
	Mr P Taylor	Student Minds, Paper 025
Apologies:	Miss E Alcock	President, SU
	Mr B Baines	Student Representative
	Professor A Heath	Academic Director, CLT
	Mr A McLaughlin	Chief Executive, SU
	Ms K Robinson	Elected by Council

### ACTION

#### 1187. CHAIR'S WELCOME

The Chair welcomed everyone to the meeting, introduced himself and asked everyone to introduce themselves. He requested that an item on declarations of interest was included as the first item of business on future agendas. Members confirmed that they had no declarations of interest.

SEC

#### 1188. MINUTES OF PREVIOUS MEETINGS

The minutes of the meeting held on 6 December 2018 (Paper CSSU18/19-022(a)) were APPROVED as a correct record of proceedings subject to the following change to the second paragraph of minute 1169(4):

'She read a note from a student who was leaving due to the uncertainty' amended to 'She read a note from an EU student who was considering Postgraduate study elsewhere'.

**ACTION**

The minutes of the meeting held on 28 February 2019 (Paper CSSU18/19-022(b)) were APPROVED as a correct record of the meeting.

**1189. MATTERS ARISING**

The Committee received a report of actions since January 2018 (Paper CSSU18/19-023), which had been compiled by Jenny Medland-Kelly.

**(1) Minute 1155, Postgraduate Peer Support Coordinator**

Professor Mitchell, Academic Director of the Doctoral College, updated the Committee on the proposed business case for a Postgraduate Peer Support Coordinator. Feedback from departments indicated that PGR students could be isolated, whereas PGT students attended some lectures courses and were more likely to meet their cohort. There was a clear need for support but the needs and age range for PGT and PGR students were very different, hence it was challenging for one person to have these two skill areas. She suggested that the SU talk with the Doctoral Engagement Manager about the roles already in existence and develop a proposal/business case to better coordinate existing services, to come to CSSU.

It was noted that:

- Currently the single Peer Support Coordinator covered UG, PGT and PGR students with a strong UG focus;
- PGT students were not under the Doctoral College;
- Any business case should developed by the Doctoral College;
- The Doctoral College did not have spare resource apart from a potential resource in the Doctoral Engagement Manager's role;
- The Doctoral College was supportive of the need for the Coordinator.

AGREED that the SU meet with the Doctoral Engagement Manager as suggested.

**SU****(2) Minute 1169(3), Student Parents and Carers**

The Director of Student Services reported that the survey of the needs of student parents and carers run jointly with the SU had led to the formation of a joint working group. It had been identified that there were more carers than parents, particularly among PGR students, and that students saw their caring lives as separate from their studying.

**1190. STUDENTS' UNION BUSINESS****(1) Carbon Neutral**

The Committee received Paper CSSU18/19-024. Mr Pederson outlined the content of the paper, in particular that although the University had a Carbon Management Plan and Environmental Policy, and that good progress was being made, targets were not being met. As the University had expanded, the total carbon emissions had remained the same. He suggested that the University should pledge to be carbon neutral as had many other universities. Research from the NUS indicated that students were supportive of Sustainable Development and he pointed out that there was also an economic benefit to the University.

**ACTION**

The Pro-Vice-Chancellor (Learning & Teaching) (PVC (L&T)) reported that he had spoken with the Vice-President (Implementation) (VP (I)), the Chair of the Carbon Management Steering Group (on which the other two authors of the paper sat). He had explained that the carbon emission reduction was better than appeared due to the large increase in the number of students and buildings, which led to a significant reduction in the amount per student. Secondly, much of the University's research was in carbon reduction, for example with IAAPS, hence when this impact was taken into account the figures were improved.

The Chair applauded the balanced approach of the paper and stated that the University deserved credit for the past few years, in particular the research on diesel engines, as few universities could match its achievements.

The PVC (L&T) explained that the University had no direct investment in fossil fuels, but that there was a grey area with some generic funds. He reported that the VP (I) was reviewing the Carbon Management Steering Group to reorganise it and look at its impact, and that the paper had been well received.

During discussion the following points were made:

- Social innovation on commuting such as a bicycle shop on campus or additional bicycle storage at Manvers Street and buses to campus was suggested; the SU had received a Sport England grant for 20 bikes for social use; the surrounding hills were an issue;
- In other universities facilities had been developed which were carbon neutral and also produced energy; this approach would allow for carbon neutrality ignoring the impact of research;
- It was noted that most staff were also committed to this issue;
- The Director of Accommodation and Hospitality Services (ahs) explained that this issue was always debated when investment in new buildings was planned but that sometimes the large capital investment required was balanced when the budget was constrained; the VP (I) chaired the project board;
- Scope 3 covering commuting and business travel applied to students as well as staff.

AGREED that the Committee was supportive of the general recommendations and that the VP (I) would include it in discussions within the Carbon Management Steering Group and report back prior to the next meeting.

**VP (I)**

Mr Pederson was thanked for the report.

(2) Personal Tutoring

Mr Taylor introduced Paper CSSU18/19-025 explaining that the paper resulted from a survey by Student Minds on how well the personal tutoring system supported student mental health, which had indicated that only about 15% of students would talk about their mental health with their personal tutor. He clarified that the first recommendation proposed forming a working group to engage in further consultation and develop recommendations 2-5. The campaign had demonstrated a strong desire for change from staff and students, with 100% of senior tutors wanting change.

**ACTION**

The PVC (L&T) noted that personal tutoring was difficult for all universities and that it needed commitment from both sides but that improvement in policy and procedure could be made. He stated that a major review of QA33: Personal Tutoring had been undertaken in 2018, following a review of personal tutoring, which had found much variation in operation across departments. Senior tutors themselves did not agree on what their role was hence it was hard to be more prescriptive. QA33 provided general advice which was followed by departments for their own circumstances. He concluded by saying that communications were very important, as was encouraging students to attend and disclose, with personal tutors being welcoming and communicative.

The Director of Student Services had found the paper very helpful and stated that training was critically important. He had provided training for staff and guidance for personal tutors and supervisors, whose needs were different but still important. He expressed concern about the proposed focus on senior tutors as they may not receive sufficient time allocation but suggested that training for all staff interacting with students would be beneficial, particularly personal tutors.

During discussion the following points were made:

- It was suggested that expecting those who were effective personal tutors to take on more tutees was not helpful but that providing training and developing the skills of all personal tutors would be preferable;
- Encouraging students to be proactive and attend meetings was important;
- Recent research showed that times when students often need extra support were at the beginning of the first year as they were moving into higher education and when moving from the first to the second year; it was noted that the suicide rate was highest among second year students;
- It was suggested that tutor group meetings be held regularly to look at a paper, tutorial work or lectures to allow students to develop a rapport with their tutor so that if they required support they would know their tutor;
- All students seeing a personal tutor was not a measure of success as different students used different avenues for support, for example there were 2300 wellbeing meetings a year;
- A bid for £500,000 had been made for OfS funding for mental health, which could provide resources for staff training for personal tutors and peer mentoring if won.

It was AGREED that:

- Mr Taylor (or another representative of Student Minds) and the SU Education Officer meet with the Director of Student Services and Jenny Medland-Kelly to discuss the issues;
- Investigate working with students to explain what they should expect of their personal tutor; and
- Outside of the meeting decide on the next incremental improvement.

**PT/ J M-K**  
**SU(Edu)/**  
**DoSS/**

**DoSS**

**DoSS/**  
**PVC(L&T)**

Mr Taylor was thanked for the report.

(3) Single Use Plastics

The Committee received Paper CSSU18/19-021. Miss Crawford explained that she was presenting on behalf of the SU Activities Officer and that the main aims were to provide more water fountains, implement an action plan on removing single use plastics from ahs outlets and create a policy on plastic and waste

**ACTION**

usage. She pointed out the positive actions over the last year: the SU had reduced plastics and held successful farmer's markets, the People and Planet Group had held a careers event and a swap shop and the Fresh vending machines now had a deposit scheme for plastic bottles.

The Director of ahs responded explaining the work alongside the SU to remove plastics in ahs and the shops. A proposal to reduce the number of plastic bottles of drinks and replace them with cans had met some resistance but had been actioned by ahs. Large scale events were more complex and whilst staff and students would use their own coffee cups visitors may expect to receive a disposable cup. Their aim was to remove the disposable ones by 2020, perhaps with a deposit scheme for a bamboo cup.

She explained that the plan was to install butler sinks with hot and cold water which were more suitable for filling large water bottles than water fountains. Estates would have to install the sinks and they were fully supportive.

Removing all disposable containers for Open Days may cause a loss of sales, but there would be no plastic bottles in use this year. She stated that there was no University waste strategy but that she was working to encourage the development of one.

**DoAHS/  
VP (I)**

The ahs Leave no Trace campaign <https://www.bath.ac.uk/campaigns/leave-no-trace/> covered many areas and also at the end of term any unwanted items, such as clothes airers, were taken from students and re-sold. A new outlet was planned where own containers could be filled with food ingredients. Ahs would work with the SU to implement an action plan on removing single use plastics in ahs outlets.

**DoAHS/  
SU**

During discussion the following points were made:

- A map of drinking fountains and locations for washing keep cups would be useful;
- PGT students had been bought a keep cup on arrival at the University;
- An option would be for a deposit scheme on keep cups or returning them after use for washing in a dishwasher then being given a clean one the next time;
- IAAPS would have no disposable cups, everyone would be given a bamboo cup on arrival and asked to hand it in on leaving;
- The amount of plastic waste was monitored and results would be published in September;
- It was emphasised that this applied to 'unnecessary' plastic waste, noting that, for example, some students with disabilities required a straw.

Miss Crawford was thanked for presenting the paper.

**1191. STUDENTS' UNION OFFICERS 2019/20**

The Committee noted the SU Officers for 2019/20. The Chair congratulated the three officers who had been re-elected and thanked the other officers for their service.

**1192. ANY OTHER BUSINESS**

**ACTION**

The Chair thanked members of the Committee for their service over the previous year.

The Director of Student Services advised of two papers that would go to the University Executive Board; a draft Reasonable Adjustments and Disability Policy to support students and staff and a proposal for 24 hour text/phone/skype counselling to address concerns raised by the SU and this meeting, though it was unknown whether this would be feasible.

**1193. DATES OF MEETINGS**

The programme of meetings for 2019/20 was noted as follows (all meetings at 2.15pm):

- Tuesday 5 November 2019
- Thursday 5 December 2019
- Thursday 27 February 2020
- Tuesday 21 April 2020

---

The meeting concluded at 3.30pm

---