

Leadership Team Meeting Minutes



Tuesday 9th May, 16:00pm, Penryn, Exchange Green

1. Welcome, Introductions, Apologies

Present:

LB Lisa Burton	FXU Student Voice Chair
ACC Amanda Chetwynd-Cowieson	FXU President Student Experience
JC Jamal Clarke	FXU Societies Officer
KC Kieran Cutting	FXU Community Officer
BF Bella Frimpong	FXU Liberation Chair
LG Laura Goodhead	FXU Open Exeter Officer
SG Sam Green	FXU Postgraduate Research Officer (Exeter)
TMR Tom Murray Richards	FXU President Exeter
DP Dean Pomeroy	FXU Undergraduate Education Officer (Exeter)
JS Jaimin Sadiwala	FXU Sports Officer
CS Chris Slesser	FXU President Falmouth
HS Hannah Smith	FXU RAD (Raise & Donate) President
AT Anne Thorn	FXU Mature Student Officer
AW Alexa Webster	FXU President Community & Welfare
EW Ellen Whitby	FXU Volunteering Officer

Also Present

MaB Matt Blewett	FXU Research & Engagement Co-Ordinator
BR Ben Rowswell	FXU Student Voice Director
TC Tom Crane	FXU Liberation Chair 2017/18
OM Ollie Mas	FXU Student Voice Chair 2017/18

Apologies

CA Charity Aria	FXU Widening Participation Officer
CiC Ciaran Clarke	FXU Postgraduate Research Officer (Falmouth)
JG Jack Gardner	FXU Open Falmouth Officer
BaH Bailey Hoare	FXU Taught Postgraduate Officer (Exeter)
SM Sebastian Mitchell	FXU Faith Committee Chair
MR Miriam Richter	FXU Undergraduate Education Officer (Falmouth)

Attendees 15/26 in total – quorate reached.

2. Approve Minutes of Last Meeting

Proposed LB Second DP

3. Matters Arising from Last Meeting

None

4. Developed proposal for “Make a Change”

TMR – This has formed part of the wider website changes and the ideas mentioned at the last team meeting will be incorporated into the way that students give us feedback and suggest ideas for improvement.

5. Developed proposal for FXU Community Committee (View at bottom of document)

Kieran took last meeting's proposals and comments to develop the [proposal](#) below. This will ensure that local meetings have at least some student representation.

The committee will need to be reviewed annually.

15 For

0 Against

0 Abstain

0 Defer

Passed – This now goes to trustees for approval

6. Questions- padlet.com/studentvoiceteam/May2017

For all

What voter registration/voting plans do FXU have and how can students/members of leadership team get involved with them?

TMR – We are not endorsing individual parties or candidates, but encouraging students to register to vote. We are issuing online social media messages to register for election, and we are tapping onto NUS [#generationvote](#) campaign.

BR – We are raising the profile of the NUS registration campaign today, tomorrow, and Thursday on both campuses, for the next two weeks. This will be face-to-face encouragement. We are then looking at collaborating with Cornwall College on a panel event of local candidates.

AW – We are including our registration promotion in the weekly Falmouth email to students which will include a [link to register to vote](#).

TMR – Due to feedback from last year, from the next academic year the University of Exeter will automatically register students to vote when they enrol.

BR – If anyone wants to help or volunteer, please add your name to timetable.

AW – One quick and easy win would be to get your housemates to register to vote, and message your club/society. Students talking to students will go through away.

TMR – Remember to ask people to consider where they will be on June 8th and ensure that they register for the address they will be at that time.

AW – Vote for who you think is the right person for you.

CS – You can check these links out to discover where your political opinions lie:

<https://voteforpolicies.org.uk>

<https://www.positiondial.com>

Academic Exeter

Questions for Tom

How has changing the Subject Chair Working Group structure to a committee worked from your perspective? Is it helping with the flow of meetings + feedback?

TMR – Yes, the change has empowered Education Officer's role and given them the authority to come to this meeting and represent them on this group. Each subject is given ample time to talk about their issues, and the link between the granular level and the university-wide level has improved over the year. I hope the group agrees it is working more efficiently. We also want more senior members of staff to come along to those meetings so that when we get subject chairs in the room they are giving feedback direct to those people. The key change has been to empower reps to make changes without having to always go through the Exeter president.

Any idea how we can integrate CSM into FXU structures better? They feel they are fine without it but it's our duty to make sure they benefit from FXU as much as anyone else!

TMR – How do you engage with students if they do not want to engage? We need to show that FXU is relevant to those people. If we are not relevant to a cohort then maybe we need to make changes. We are trying to do more for different students, and are making improvements.

SG – Perhaps FXU should concentrate on the students that need FXU support rather than students who feel they need less from FXU?

TMR – There is nuance needed as students are not a homogenous group. However, FXU has a duty to do what we can for each student. This may be different things for different students so it is parity rather than the same thing we should offer.

ACC – There is a lot being done behind scenes already such as the insurance for mining games, and other events with CSMSA which are supported by FXU.

DP – It is worth mentioning that next year's education officer is a CSM student.

What is the Uni doing to improve uni student communications? Seems whenever you bring it up to them they always try to find the angle where the Students have to increase effort.

TMR – The email newsletter is briefer this year because students do not always read emails – certainly if they are long ones. Exeter can learn from how Falmouth has improved this year – their course tutors have more authority to deliver messages in person.

what's the deal with nodule marking in biosciences and geography?

TMR – CLES have stopped marking in 1,2,3,4,5,6,7,8, and now mark in 2,5,8 to try and reduce marginal marks. I am not entirely sure what students think about this. There are strong feelings; do let me know your opinion either way and I can feed it back.

There was discussion around the impact, nuance, boundary marking and marking across modules, and the need to provide feedback in order for FXU to adopt a position.

what progress has been made in getting a study abroad staff member in Cornwall?

What progress has been made in getting a full time member of staff for FCH Cornwall?

TMR – Study Abroad member of staff started last week, 10am – 2pm, term time only, based in the [Career Zone](#) which we are really pleased about as it has been on my role’s manifesto for 4 years.

There are changes in [FCH](#), so I am more than happy to talk about how best we can support FCH.

How can we make Leadership Team more strategic and less minutiae-based?

TMR – We wanted to make the [Leadership Team](#) more punchy this year rather than delving into details. We think devolving power to other groups has helped avoid some of the minutiae. While progress has been made, further improvements can always happen.

What progress made on Loyalty card scheme?

TMR – Been really difficult and challenging – need senior management buy-in and we have not had a CEO in place. So I have not achieved it.

Any progress on parity for dissertations?

TMR – This will be raised at the next subject chair working group meeting. Any feedback students have about dissertations would be really helpful, as I will be talking to Tim Quine about it in our next 1:1

Academic Falmouth

Questions for Chris

How can we address the frustration that many students are feeling at senior management? At the recent Q&A with Anne Carlisle, many students felt their concerns were dodged, rather than answered, and questions were merely turned back at them.

CS – It is a pity some students feel this as I thought drop in went well. There were a lot of students there as it was their first opportunity to meet and question the vice chancellor. Within an hour time limit it is impossible to do more than scratch the surface of issues. I know that Anne invited those students back for a separate meeting. Also, by happening more frequently, such meetings may be less frustrating as students. We support all attempts for dialogue with senior managers and would like more to attend our general meetings.

There are things happening, but these take time and often the frustrations felt by one group of students can only be fixed for their subsequent year groups. Also, a lot of frustration is down to course-specific academic issues and so improving the rep structure to make sure feedback goes to senior team, gets clearly actioned, and gets back to students may address such frustration in future.

Why has Falmouth University changed the way final degree grade is calculated. I feel it gives the wrong message and is very unfair to students who work hard across all years, and yet you can have your final grade assessed purely on year 3, so why bother to work hard in years 1 and 2

Academic regulations do change from year to year, but the degree marking is common across universities. From the online [regulations](#):

“In the case of a Bachelor’s degree with honours, where Falmouth University has assessed all credit at stages 2 and 3 (Levels 5 and 6), either column A or column B below applies, whichever gives the better result. In the case of a placement year, the 120 Level 5 placement credits count towards the award but are not used in classification. Where Falmouth University has assessed only the credit at stage 3 (Level 6), the column A only applies. Where Falmouth University has assessed all credit at stage 3 (Level 6), and less than 120 credits at stage 2 (Level 5), the column A only applies.

	A	B
Class	Weighted average of all credit at Level 6 is	In the ratio 33:67, the weighted average of all credit at Levels 5 and 6 is
1	70% or more	70% or more
2.1	60% or more	60% or more
2.2	50% or more	50% or more
3	40% or more	40% or more

Discussion centred on differences between the regulations and what students were told in their courses, and the difficulty in finding out a projected final degree mark. CS recommended coming and speaking to our [advisers](#).

How did the last [question time with Anne Carlisle](#) go? Was it productive / did students find it useful?

CS – it was always going to be tense. From a personal perspective, I think it was useful and would like this to be established in Falmouth culture.

Points that were discussed included:

- Remuneration
- Course closure
- Studio space

There was dialogue, and frustrations were acknowledged, and Anne invited students to meet her subsequently. I do think it was productive, there were also some instances where there was fundamental disagreement about the way the Falmouth is governed. Anne was insistent that the money you pay goes to the degree you study, rather than taking your fee away to enhance provision for a different course. We need more of this sort of meeting.

Do you think people are happy with Falmouth senior staff and the way things are going at Falmouth?

CS – There are students who are happy and do not say anything, but there is also frustration which is growing. Drop in sessions established that opening channels of communication improves mutual understanding. I feel that a lot of things we have put in place this year will reap benefits next year.

Can you tell us more about uni calendar review?

CS – I analysed the extensive comments on the Make a Change calendar idea and took that feedback to the academic board. There was a lack of support; courses and the surrounding

provision did not match the calendar changes which caused a knock on impact for students. Calendar changes also caused a spike in mental health issues. The review comes from the staff perspective; it asked staff how the changes went, and what we should do next year. The "Retention project" is looking at the calendar from a student perspective, and all of the different strands of data will culminate in the next standards committee meeting at the end of June, which will generate actions for the next academic year.

A lot of students (Falmouth in particular) are complaining about major changes to their courses (for example, the complete overhaul of the English Lit course last year, the gradual moving to two year courses creating large 'empty terms' despite those terms being paid for...). What is FXU doing to address these concerns?

CS – Building on my answer above, Falmouth students can always send feedback to me to add to the retention project; chris.slessor@fxu.org.uk. One additional point is that the accelerate degree fits into the new calendar structure, but the structure was not created for that degree. The University authorities have put some changes on hold so they are not always steaming ahead regardless.

Student Experience

Questions for Amanda

What is FXU doing to encourage more students to get involved with the student voice.

Attendance at UGM and other meetings is very low, and yet students are protesting in Falmouth today. What is/could FXU do to engage more with students. What about popping into lectures more and speaking directly to the students that don't come to meetings.

ACC – We are increasing the reach of [student voice](#), but changes take time to engage more students; for example, the liberation committee was started, it had to be helped then they had to meet before they could do work and now it has more students standing, positions contested, and contesting positions and more students voting.

Behind the scenes, there have been changes made to the widening participation role to give more support to the [academic rep structures](#). That is one of the best channels for student voice to be cyclical; to make more people aware of student voice, and to make reps think that they should feedback meeting decisions to their course.

We have made changes to marketing and comms as well, especially website improvements and streamlining our newsletter, but as with all of these, the impact will take time to establish.

We always welcome suggestions to improve our general meetings and other meetings, but we cannot simply abandon them while tied into charity law.

Going to lectures is something to be careful about; there is a place and a time.

A lot will come clearer over the next year. It is important to remember where we are at – engagement has increased this year. All engagement has gone up (elections, committees, nominations), so we are on the right track, but when you are doing something for a year, it's hard to know what it was like when you were not doing it. If you think us dropping in to your lecture once a term would help, then please drop us a line.

How can we help societies to secure funding? Some are being denied institutional funding but do still need funding somehow (i.e. for print media)!

ACC – All societies have to write budget proposals, and we check it is achievable and work through it with them. I have put a lot of emphasis on under-used things such as the Exeter Annual fund, the student led annual fund, green fund, etc. It is only once those funds have been allocated that we can apply for any further funding. We have delivered three times more training for committees, and pushed awareness of what funds are available. We now have a crowdfunder intern, which will be fundamental for societies getting more funding.

Are society budgets being used to their full capacity? / Could societies help each other to cross fund if ones budget has surplus?

ACC – capacity depends on each society and is incredibly variable. Societies with lots of members may put on a few big events and use up all their budget. There is difficulty transferring budgets because students pay membership and may not appreciate having money diverted away from the subject they paid for. While we encourage more transparency in our clubs and societies, like we do in telling people what we get and what we spend it on. I have not progressed this this year and I would suggest it is intricate.

Are on-campus accommodation prices rising next year? If so, why?

ACC - Yes they are; University Owned and Managed Accommodation (UOMA) will rise by 2%, because we are told that the cost of running accommodation is going up. FXU did not want rents to go up, and student loans do not cover them. We led on negotiating this rise down from 7%, but it still looks like going up 2% per year. Accommodation have confirmed being more transparent over accommodation income and expenditure.

Community & Welfare

Questions for Alexa

what are you doing about trolls?

AW – We are working on [Tell Me](#) to combat online bullying. We have changed culture a little bit with fitfinder and similar so that bullying posts do get taken down. We are creating an online campaign about online safety.

What progress is being made with regards to the availability of private sector housing in Penryn and Falmouth? I know you said before it was something that would fix with time but it's important to be proactive!

AW – Everyone involved is being proactive. There are now over 200 beds available on Cornwall's student pad, so the market is doing quite well. We continue to have meetings with local councils, which helps us know what is happening, and keeps them informed of what our students need. They are open so if you get a chance, do attend, as you learn so much! Both universities have made beds available for returning students in UOMA. We are in a good place moving forwards.

What developments are being made to secure the position of students in the Falmouth Neighbourhood Plan?

AW – I have been working with both Penryn and Falmouth councils, specifically on renter's rights, we have been given a section in Falmouth Plan and we expect confirmation that we will have a section in the Penryn plan as well. The biggest thing for students is that you need

to be involved. Everyone who lives in a town has the right to feed into the plan; town councils are sending out surveys and most are being responded to by non-students. You do need to register to vote, and you have a right and responsibility to respond to your local councils because students form a significant portion of the local population.

Are the university's hardship funds actually accessible? I've heard of multiple people applying for funds and being denied because the process is so long winded

AW – The process should not affect your ability to apply for it, so do [contact me](#) if this is happening to you.

Both universities run different hardship funds, and we have information about them on our [website](#).

Applications can be tricky so do contact FXU Advice section, and [make an appointment](#) to go over your application!

If you are still experiencing problems, or wish to make a complaint then you can still [contact me](#).

How can we facilitate better engagement between students and the local councils? Any ideas or plans?

AW – See the answer given above. Engagement is key; attend drop in sessions run by local councils because the student body are also members of the community. I sit on town council surgeries; this is a great way to engage with the local council. Let people know if you are doing stuff, talk to neighbours, be a good neighbour such as going round and introducing yourself, letting them know when things are happening, being considerate for instance if they have young children. Kieran's community committee should also make a big difference.

What support channels are available for suicidal people?

AW – Students have [tellme](#) tailored email support, [student services](#) which include wellbeing team and [multifaith chaplaincy](#). We are looking to set up nightline. Then there are the same services that other people have; your doctor, [outlook](#), family, friends. A lot of issues are caused by extra stress so do check our stress management app – [be stress free](#). We always welcome suggestions what else we could do.

LB – next year aiming to provide more staff training as part of HB's manifesto.

What would be the likelihood of a sexual assault workshop provided for first year students at September time? Too many instances of inappropriate behaviour and an overall cultural misunderstanding that you can say and do certain things because you were drunk or it was just a joke

AW – There are multiple sides of this issue., some include difficult conversations that people do not want to have. Exeter have added consent to their online registration, and we are currently in conversations with Falmouth who will hopefully do the same.

There are complications with running workshops for first years. Firstly, first years go through so many workshops that any messages may get swamped. So consent cannot be a first-week workshop; it needs to be an ongoing, clear stance all year round that every person has a right to consent.

The other side is that traditionally, whenever consent workshops are held, there is a minority of straight white cis men who seem to think they are directly targeted and react very poorly and negatively. So we need to work on how to make any messages inclusive and make everyone aware that everyone has a right to consent.

Discussion covered the [NUS working party](#), issues with their approach, and issues around workshops in general as those who need them most are least likely to attend, the previous [#noblurredlines](#) campaign – there are lots being done but a lot of barriers.

How is the renters rights booklet coming along and when will it be being published given most private sector hunting for the year is nearly finished?

AW – It has been done, but without a CEO there have been a few holdups. It will be coming to you but should be next year now.

Can you explain Tell me?

AW – [Tell Me](#) is an email service aimed at all students. Email tell.me@fxu.org.uk which is there to listen to you if you don't know who to go to. You can also contact them for any confidential reason; whether it is hate crime, bullying, sexual assault, isolation, for you or for someone you know. There are multiple responses, from just linking with student services or going through student services to the police if you wish. It is personalised, tailored support.

7. [Make A Change Ideas](#) (As of 4th May - subject to change)

7.1 Revert the semesters to the previous term times

Discussion covered the increasing difference in timetables between the two universities, that changes to graduation were not linked to academic changes, which were due to adopting a consistent approach to assessment across courses, and the weighting of dissertations and studio work. Comments had been escalated and analysed showing that many issues derive from a lack of student consultation prior to making sweeping changes.

For 8

Against 0

Abstain 7

Defer 0

Passed – CS to carry forward

7.2 Promote the 'make a change' more avidly - maybe in the Compass

Discussion about the best way to promote this facility, the context of Make a Change within the tools for continuous improvement, and the best use of FXU staff time, an option of using posters. If you want to make change, then you do have a responsibility to promote the idea you want supported.

For 14

Against 1

Abstain 0

Defer 0

Passed to next year's leadership team.

7.3 Give Creative Advertising a shared working space with Apple Macs

CS – At the start of the year, while Library was occupied while other space was prepared, Fox4 was opened up to other students. There was a perception that Fox4 was

a communal workspace when provision was only temporarily given and was not really there to begin with.

For 6
Against 0
Abstain 9
Defer 0
Passed to CS for action

7.4 Increase amount of storage for music students

Cs – h & S identified this as an issue

For 15
Against 0
Abstain 0
Defer 0
Passed to ACC for action

8. Make a Change – [approved ideas update](#)

8.1 More recycling bins around each flat block

ACC – Yes, from September.

8.2 Force the University of Exeter to publish a cost breakdown of the £10.74mil spent on 'Travel'

TMR – Since the last meeting a new transparency task and finish group has been set up, who will give a more comprehensive breakdown of finances.

8.3 Put Vending Machines at the top of Woodlane Campus

ACC – FXPlus are currently in a change situation and no progress has been made on this subject.

8.4 Use locally roasted coffee beans (e.g. Origin, Yallah, Olfactory) wherever possible on campus

ACC – The tender does not run out for a while. I suggest more conversation when renewal is due as we have to balance a price increase with ethics; currently; no.

8.5 Put healthy snacks in the queue in the shop

ACC – The shop is making lots of changes, some of them are really good. These will be visible from end of summer term.

8.6 Dinner on campus

ACC – It is being taken seriously, but again the team are undergoing a lot of change right now and have not made any arrangements as yet.

8.7 Change how the universities deal with Sexual Assault and Sexual Health

AW – Strategy over next couple of months.

9. AOB

9.1 Next meeting UGM Tuesday 23rd May, 4pm, Falmouth Campus, Lecture Theatre 1 (if wet)

LB – The [student voice section](#) of the FXU website is now being rebranded. I think its amazing, and you can see graphically how your voice is heard as a result of direct student feedback.

Huge thankyou to everyone attending these meetings, we have got so much done beneficial to the student body. I hope that carries on next year.

10. Proposal to create an FXU Community Committee

Members of the Leadership Team,

Following feedback given on a proposal that I made at the Leadership Team meeting held on the 14th March 2017, I submit to you a revised proposal for the creation of an FXU Community Committee. I have taken into account the discussions that we had and made sure to incorporate them in some element into the document.

As Community Officer over the past year, I have noticed that it is incredibly hard to act on such a monumental theme as the community as a single Executive Officer. Although I work in tandem with the President of Community and Welfare, it is not enough to have so few people involved in the task of representing and engaging the community when community is inherently collective. In particular, two of my manifesto points this year – to facilitate student attendance at local meetings, and to host a 'local forum' twice a term where long-term residents could voice concerns – have proved problematic. Without some kind of formal structure, it has been hard to ask people to attend local meetings except out of their own good will. As there are a lot of local meetings, it has been hard for me – especially as a final year student – to commit to attending all of them, as this is a significant time commitment. This seems a huge problem to me, as I see this as one of the essential tenets of the role of FXU Community Officer.

The creation of an FXU Community Committee will ensure that local meetings will have at least some form of student attendance, which is a powerful act when even a relatively small number of long-term residents attend important meetings such as Community Network Panels. The creation of the Committee will also help to ensure that the community voice is adequately considered when

decisions are taken by the Universities. The exact membership of the Committee will be reviewed annually by the FXU Community Officer in conjunction with the President of Community and Welfare to ensure that the membership accurately reflects the community and the Committee's needs, but will be at all times composed of an equal number of students and long-term residents. Student members of the Committee will be elected; long-term resident members will be appointed after relevant individuals are found.

The Committee will assist the Community Officer in all matters regarding the execution of their role, including attending relevant local events and council meetings, encouraging the integration of students and long-term residents in the community, as well as ensuring there is adequate community consultation of the actions of the University of Exeter and Falmouth University.

The success of the Committee model can already be seen with the growing impact of the work of the FXU Liberation and Faith Committees, which have championed the Student Voice for otherwise underrepresented groups. I ask that you carefully consider and vote on this proposal, and consider how your time at university might have been enhanced if we could proactively act upon the community issues which affect all of us in Penryn, Falmouth and Truro on a day to day basis.

Best wishes,

Kieran Cutting

FXU Community Officer

Proposed change of Bye-Law 9, Section 2, to read:

Bye Law 9: Committees and Forums

1. Committees and Forums of the Union

2.5 The following Working Committees shall also be established:

- a. RAD Committee
- a. Environment & Ethics Committee
- a. Equality and Diversity Committee
- a. Events and Marketing Committee
- a. Sports and Societies Committee
- a. **Community Committee**

Proposed creation of an FXU Community Committee:

1. Remit

a. The remit of the FXU Community Committee is:

- i. To assist the Community Officer in the execution of their role and manifesto.
- i. To act as representatives of the local community, including both students and long-term residents.
- i. To implement FXU Policy relating to the local community.

1. Membership

a. The FXU Community Committee shall be composed of an Executive Officer (Community Officer) and a number of other positions, detailed below and to be reviewed annually by the President of Community and Welfare and Community Officer to ensure they continue to be the most effective way of representing the local community and encouraging greater integration.

a. The FXU Community Committee will at all times be composed of equal numbers of students and long-term residents.

i. 'Students' here means member of the FXU.

i. 'Long-term resident' here means an individual who lives in the vicinity of the university campuses and who is not a member of the FXU.

a. If no changes are deemed necessary by the Officer Trustee and the Executive Officer, the student membership will be as follows, by virtue of their election:

i. FXU Community Officer (Executive Officer)

i. 4 x Open student positions

a. If no changes are deemed necessary by the Officer Trustee and the Executive Officer, the long-term residents will be as follows, by virtue of their appointment by the President of Community and Welfare and Community Officer:

i. Cornwall Councillor

i. Falmouth Councillor

i. Mabe Councillor

i. Penryn Councillor

i. Open long-term resident position

These roles must be filled by different individuals (i.e. a member may not represent both Cornwall Council and Penryn Council on the Committee).

a. The FXU Community Committee may co-opt an FXU member to any unfilled positions to undertake particular tasks and duties of the role; however, co-opted members are not eligible to fulfil representative duties.

a. *Term length*

b. The term of office for individual members of the FXU Community Committee shall be for 12 months after election or appointment. Members may be appointed or elected to the Committee for multiple terms.

1. **Meetings**

a. A minimum of two meetings must be held every term.

a. The FXU Community Officer may call a meeting at any time, though meetings must be called with sufficient notice and consideration so that all members of the Committee may attend.

a. *Attendees*

Members of the FXU Community Committee

President of Community and Welfare

Widening Student Participation Assistant

Other FXU staff/Leadership Team members as required by the Committee.

a. All attendees have speaking rights, but only members of the Community Committee have voting rights if a vote is called.

a. The President of Community and Welfare will chair meetings of the Community Committee. In the event of their absence, the Community Officer or another nominated member will chair.

a. The Community Officer will agree an agenda for each meeting with the Chair, who will circulate to committee members 7 days in advance of the meeting, clearly outlining any pre-meeting action points that members might have to take.

a. The Widening Student Participation Assistant will act as Secretary of the Committee, facilitating meetings as required by the Community Officer and the President of Community and Welfare. This will also include

i. Taking minutes of meetings and circulating them to committee members within 14 days of the meeting, clearly outlining any post-meeting action points that members might have to take. Minutes will be made publicly available on the FXU website.

1. **Reporting**

a. The Community Committee shall report to both the FXU Leadership Team and FXU Trustees.

Reports will include:

i. Names and contact details of committee members

- i.Details of events and activities regarding FXU Community issues, events, budgets, and policy-reviewing throughout the academic year as well as that stated in Bye-law 9: Committees
- i.Annual report on budget, progress and achievements.
- i.An evaluation of the current situation in the local community.