

Members in attendance: Professor Martin Williams, Co-Chair (MW); Dr Saira Shaikh (SS); Dr Jane Hoverd (JH); Sir Malcolm Evans (ME); Danial Hussain (DH); Oluwaseun Sowunmi (OS); Ben Ward, Co-Chair (BW); Fay Shorter (FS).

Non-members in attendance: Lauren Gale (LG); Nikki Smith (NS); Emilie Tapping (ET); James Tibbert (JT).

Minutes: Melanie Duncan (MD).

	Item	Actions
1.	<p>Apologies</p> <ul style="list-style-type: none"> - No apologies received. - OS will be attending the meeting late. 	
2.	<p>Introductions</p> <p>The committee members introduced themselves prior to the first meeting and spoke about what they would like the committee to achieve.</p>	
3.	<p>Conflicts of Interest</p> <ul style="list-style-type: none"> - No conflicts declared. 	
4.	<p>Matters arising from previous meeting</p> <p>Committee noted the updated Terms of Reference. Reporting lines confirmed to Oxford SU Trustee Board & University Education Committee.</p> <p>Committee noted the Committee Co-Chair positions as Professor Martin Williams and Ben Ward.</p>	
5.	<p>Intro to SU governance and legal framework</p> <p>ET delivered a presentation on the Oxford SU governance and legal framework.</p> <p>The Committee noted the presentation.</p>	
6.	<p>University Governance overview</p> <p>SS delivered a presentation with an overview of the University governance structure.</p> <p>The committee noted the presentation.</p>	
7.	<p>University priorities for student consultation/representation</p> <p>The Committee to discussed where the Students' Union should be prioritising resources during the transformation period.</p> <p>The Committee agreed that representation by Sabbatical Officers should be prioritised on the higher University committees, and particularly on the education-</p>	<p>SS to propose a list of committees for Sabbatical Officer attendance next academic year.</p>

	<p>focused committees during the transformation period. This would align with the Sabbatical roles which are in post next academic year.</p> <p>SS was tasked with proposing a list of committees for Sabbatical Officer involvement.</p>	
8.	<p>SU Review final recommendations</p> <p>The Committee was asked to note the final report from the SU Review chaired by Baroness Royale.</p> <p>The Code of Practice between the University and the Students' Union has been approved at Education Committee.</p> <p>The Committee agreed that the recommendations from the review are reasonable.</p> <p>The Committee noted the report.</p>	
9.	<p>Transformation Plan</p> <p>ET presents an update on the transformation plan including the key priority areas for the project. The Committee are asked to approve the key priority areas.</p> <p>OS joined the meeting.</p> <p>The Committee discussed student engagement & the consultation process, how the SU will represent the student voice, and the role of Students' Union Campaigns.</p> <p>The Committee identified the Advice Service as a 'red-line' essential service of the SU.</p> <p>The Committee approved the key priority areas outlined by ET.</p>	<p>ET and JT to liaise re. the university survey team assisting the SU all student survey.</p>
12.	<p>AOB</p> <p>The committee discussed Sabbatical handover and induction schedule. There will be a below the line paper at the next meeting.</p>	<p>ET/NS to bring Sabb handover/induction plan to next meeting as a below the line paper.</p>
13.	<p>Date of the next meeting</p> <p>The next meeting will be held online on the 10th of June at 2pm.</p>	