

<p>Members in attendance: Professor Martin Williams, Chair (MW); Dr Saira Shaikh (SS); Dr Jane Hoverd (JH); Sir Malcolm Evans (ME); Addi Haran (AH); Lauren Schaefer (LS), Eleanor Miller (EM); Oluweseun Suwonmi (OS); Ben Ward (BW); Fay Shorter (FS).</p> <p>Non-members in attendance: Emilie Tapping (ET); Nikki Smith (NS), Lauren Gale (LG), James Tibbert (JT); Anne Vallins-Hooper (AVH); Rhona Sharpe (RS).</p> <p>Minutes: Melanie Duncan.</p>		
	Item	Actions
1.	<p><b>Apologies</b></p> <p>No apologies were received.</p>	
2.	<p><b>Conflicts of Interest</b></p> <p>No conflicts of interest were declared.</p>	
3.	<p><b>Minutes from the previous meeting &amp; matters arising</b></p> <p>The committee approved the minutes from the meeting on the 3<sup>rd</sup> of September.</p> <p>The committee noted the following updates:</p> <p>ME provided an update from the college legal panel re. the status of common rooms.</p> <p>ET provided an update on the <a href="#">Transformation strategic communications</a>. A strategy is now on our website and has been circulated to students.</p> <p>EM provided an update on conversations regarding Officers being voting members of University Council.</p>	<p><b>MD to write minutes for the meeting on the 3<sup>rd</sup> of Sept for publication on Oxford SU website.</b></p>
4.	<p><b>Transformation Progress Update</b></p> <p>The committee were asked to note the Transformation Progress update delivered by ET.</p> <p>ET invited questions from the Committee. The Committee discussed how the Democracy Review findings would be presented and confirmed that the outcome of the student survey would not be considered a binding vote.</p> <p>SS highlighted that, in the report, ET records thanks to the Officers for the work they have done on their Committees this term –SS echoed this sentiment within the meeting along with MW.</p>	
5.	<p><b>Task &amp; Finish Group Terms of Reference</b></p> <p>ET introduced the Task &amp; Finish paper. The committee were asked to approve the Terms of Reference for the group which will focus on methods of student representation across the institution.</p>	<p><b>MW to confirm senior SU staff access to committee papers.</b></p>

	<p>The Sabbatical Officers were invited to share their experiences on University committees to highlight some of the issues facing student representation.</p> <p>MW noted a single T&amp;F group would not be able to address the wide-ranging issues discussed, and requested that a paper be drafted by ET on structuring two separate T&amp;F groups for the next meeting, with the intention of presenting it to the Education Committee in Week 8 or early next term.</p>	<p><b>Sabbatical Officers, SS and RS to meet to discuss the T&amp;F groups.</b></p> <p><b>ET to draft a paper to bring to the next meeting.</b></p>
6.	<p><b>All Student Meeting/Interim Election Bye-Laws/Revised Articles</b></p> <p>ET informed the committee that an All-Student Meeting is due to take place on the 21<sup>st</sup> of Nov. At the meeting we will discuss the democracy review, the interim election bye-laws, which cover us for next election round in Feb 25, and the proposed changes to the Articles.</p> <p>ET confirmed that the Officer roles formed part of the student consultation, and that the proposed job descriptions will be brought to the next meeting.</p> <p>The Committee discussed the proposed revised Articles and the approval process for these. ET confirmed they will be reviewed by a Student Life Committee working group and approved by University Council.</p> <p>The Committee also discussed the status of the University as a company law member of the SU, and the appointment of an external RO for the upcoming elections.</p>	<p><b>ET &amp; JT to consult with AM (internal legal counsel) re. the University as a company law member of the SU. ET to bring a paper to the next meeting.</b></p>
7.	<p><b>Democracy Consultation</b></p> <p>AH introduced the Democracy Review paper. The review will go to the ASM next week and any feedback from that forum will be collated with data from the student consultation. AH to draft a paper to bring to the next meeting of this committee and the Trustee Board in December.</p> <p>SS expressed commendation for the Democracy Review paper - it's incredibly well put together, with detailed and engaging content. Hopefully, it will foster strong engagement and input from students.</p>	<p><b>AH to draft a paper to bring to the next meeting of this committee.</b></p>
9.	<p><b>AOB</b></p> <p>None.</p>	
	<p><b>Date of next meetings</b></p> <p>- Friday 13<sup>th</sup> December, 10am (online).</p>	