# Sustainability Committee 01 Agenda Date: 15.10.24 14:00 – 15:00

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| **Item** | | **Staff** | **Time** | **Minutes** |
| 1. | Welcome & Apologies | RM | 2 mins | Attendees  Ruttuja Mane (SU President – Sustainability Lead)  Nika Popovic (HR) *Teams*  Sophie Smith (Student Activities Manager)  Nick Ward (Venue & Events Supervisor)  Clement Servini (Marketing, Communications, & Commercial Manager)  Antonia Rossiter-Eaglesfield (Director of Representation & Membership)  Kim Dawson (Sustainability Advisor) |
| 2. | Approval | RM | 1 min | - |
| 3. | Matters Arising | RM | - |  |
| 4. | Standing items | RM, KD | 5 mins | |  |  |  | | --- | --- | --- | | **Item** | **Details** | **Update** | | 1 | UW Sustainability Committee (RM) | * Awaiting UW strategy * Bike shop returning * UW evaluating need for RF   **ACTION (SI1-10/24):**  RM to share WSU approach of alternating accreditations. | | 2 | Annual Objectives 24-25 (KD) | * 24-25 WSUS objectives shared * SDG-focused | | 3 | Green Impact (RM) | * WSUS participating in G.I 24-25 * Support from all depts to meet criteria * Elisha Parkes is continuing as GIPA | | 4 | Responsible Futures (KD) | * WSUS re-accredited & headlines shared * 24-26 Evidence spreadsheet set-up & report feedback added | |
| 5. | Discussion points | - | 20 mins | |  |  |  |  | | --- | --- | --- | --- | | **Point** | **Staff** | **Details** | **Further action required** | | 1 | KD | Asana | * All WSUS Committee docs logged on Asana | | 2 | ARE | Reset meeting UW | * KB & JP met with ARE/RM working relationship expectations * Headlines – Capacity is limited SU, Reiterated venue booking system, green impact is WSUS priority 24-25 | | 3 | RM | Policy & guidance | * Policy complete * Student council comments TBC | | 4 | NW | Go Green Week | * 10-14/02/25 Hangar booking confirmed * NW considering feasibility of green cocktail | | 5 | SS | Committee training | * Green checklist updated * WSUS delivered training to student committees * WSUS will feature at upcoming students’ activities council   **ACTION (DP5-10/24):**  SS to share dates with KD. | | 6 | NP | Make it Green 24-25 | * Positive feedback * Ideas welcome * Dates for 24-25 TBC | | 7 | ARE | NUS Sus Charter | * ARE & KD attended charter talk with NUS trading team * Cost cannot be accommodated in WSUS 24-25 budget. Reconsider 25-26 | | 8 | RM | Sustainability Hub | * Operational hours 7am – 10pm * UW hosting activities i.e. sewing and plant potting | | 9 | CS | WSUS Marketing | * WSUS comms plan complete * National tree week: Tree Tinder | | 10 | RM | Welcome Desk: Gemma | * Gemma Williams is supporting WSUS * Responsibilities incl. Book Swap & Recycling monitoring | | 11 | RM | Book Swap | * Updated ts&cs   **ACTION (DP11-10/24):**  KD to send MRF for poster explaining where to donate. | | 12 | RM | Recycling update | * 3 specialist items chosen to recycle each year by officers * Updated terms   **ACTION (DP12-10/24):**  RM to find out who leads COOP food & BIC writing schemes in Hines | | 13 | ARE | Reporting Deadlines | * WSUS following existing reporting deadlines. | |
| 6. | AOB |  |  | 1. Use of Braille and Swell text – Depts should consider accessibility/visual impairment 2. **ACTION (AOB2-10/24):** KD to find out the process for booking time on the Swell printer and share with staff 3. **ACTION (AOB3-10/24):** CS to add a reminder to MRF that accessible formats should be uploaded where possible.   Next meeting: 03.12.24 - 1100 – 1200 (Invite sent) |

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| **WSUS Sustainability Committee 01-24/25 October** | **Action** | **Details** | **Progress** | **Next steps** |  |
| **SI1-10/24** | RM to share WSUS approach of alternating years for accreditations. | KD has added a comment to preparatory notes for RM’s attendance at UW Sustainability committee in January. | RM to take to UW Sustainability Committee in January. |  |
| **DP5-10/24** | SS to share dates with KD. |  |  |  |
| **DP11-10/24** | KD to send MRF for poster explaining where to donate. | KD sent MRF to CS 15.10.24 |  |  |
| **DP12-10/24** | RM to find out who leads COOP food & BIC writing schemes in Hines |  |  |  |
| **AOB2-10/24** | KD to find out the process for booking time on the Swell printer and share with staff |  |  |  |
| **AOB3-10/24** | CS to add a reminder to MRF that accessible formats should be uploaded where possible. |  |  |  |

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| **CODE** | **DETAILS** |
| MA | MATTERS ARISING |
| SI | STANDING ITEMS |
| DP | DISCUSSION POINTS |
| AOB | ANY OTHER BUSINESS |

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