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 | AttendeesRuttuja 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 |

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| **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
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| 5. | Discussion points | - | 20 mins |

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| **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.
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| 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 |

