# Sustainability Committee 03 Minutes Date: 05.03.25

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| **Item** | | **Staff** | **T** | **Agenda** |
| 1. | Welcome & Apologies | EA | 2 | Attendees  Elliot Atkinson (VPE)  Sophie Smith (Student Activities Manager)  Clement Servini (Marketing, Communications, & Commercial Manager)  Antonia Rossiter-Eaglesfield (Director of Representation & Membership)  Kim Dawson (Sustainability Advisor)  Apologies  Ruttuja Mane (SU President – Sustainability Lead)  Rob Cox (Director of Finance)  Nick Ward (Venue & Events Supervisor) |
| 2. | Approval | EA | 1 |  |
| 3. | Matters Arising | KD | - | **DP12-10/24 -** RM to find out who leads COOP food & BIC writing schemes in Hines.  This is a Foodbank donation space. We will leave this in place until the UW have considered the invitation from Foodbank to become a referring partner. |
| 4. | Standing items | EA/KD | 5 | |  |  |  | | --- | --- | --- | | **Item** | **Details** | **Update** | | 1 | UW Sustainability Committee (KD) | * UW are focusing on green careers * UW considering accreditation value * People and Planet: Improved rank * UW Sus report: Deadline in May * Strategy & Energy Action Plan in progress * Procurement Act updated – WSU have set up a EP working group to discuss further. | | 2 | Objectives 24-25 (EA) | 70% complete  Highlight: Scrap paper stations in place | | 3. | Green Impact (EA/KD)  SOS UK SKILLS SURVEY REPORT | * Extension on submission granted * Still uploading evidence * Campus Wilds – delayed to April * **Skills survey report recommendations**   a)Car share scheme: WSU would promote but UW to organise. Passed to Travel Steering Group.  b)Increase Bus service: Passed to Travel Steering Group.  c) Replacing Wooden Stirrers. RM to meet with NM to discuss. | | 4 | Responsible Futures (EA) | * Agreed way of working in progress | | 5 | Documents for approval (KD) | * Ethical Procurement guidance   APPROVED   * Digital Footprint guidance   APPROVED  Sustainable meetings guidance APPROVED (UW sign off for room booking system)   * Sustainable events guidance (Catering box available for staff) CS requested amendments from ‘banning’ to ‘reduce’ and addition of ‘where possible’ to reflect expectations.   **SI5-03/25 KD to amend Sustainable events guidance and send to CS for sign off** | |
| 5. | Discussion points | - | 20 | |  |  |  |  | | --- | --- | --- | --- | | **Point** | **Staff** | **Details** | **Further action required** | | 1 | EA | Go Green Week | * Fairtrade FAC happened * Low engagement (due to lack of promo) | | 2 | KD | Make it Green 24-25 | * We will be making an SU bug hotel and have authorisation for this to be placed in the conservation area. | | 3 | EA | Book Swap | * Over £3000 value to date * Only logging accepted donations * Sustainability Hub bookshelf for green books * PAS considering Bookshelf for academic texts * Toby bookmarks | | 4 | KD | Community Rail Partnership/GWR | * No updates on map * First draft international students’ booklet and proposed WonkHe editorial. | | 5 | KD | BCU | * Student Sustainability guide/countdown calendar | | 6 | RM | Travel steering group | * RM absent – Carry over to next committee meeting | | 7 | EA | Mental Health Day | * SU Sustainability stall is taking place next week in the Hangar – collaboration with UW – Giving away plants (nurture a plant, nurture yourself) | | 8 | EA | Education for Sustainable Development | * Met with HB and from SU perspective 3 areas of focus w/ ESD 1) Audit 2) Evaluation 3) Teach In * Our focus is on empowering students AR ESD workshop | | 9 | KD | Recycling | * Bin labels perished outside SU – Awaiting update from UW PM * BHF donations Awaiting update on new labels from UW * Compost signage – Request to add to UW map submitted | | 10 | EA | Staff Sustainability board | * QR code for Quiz added * No more mindful printing champion * SCF asked for more smaller actions staff can take at work to be more sustainable. **DP10-03/25 KD to provide opportunity for staff to feedback directly during Make it Green.** | | 11 | KD | Green Careers | * UW approach * Employability guide ‘green skills’ is in progress. * Icon for sustainable leadership is in progress. | | 12 | SS | Change Maker | * Draft Criteria has been created.   **DP12-03/25 KD to send criteria to ARE for feedback.** | | 13 | KD | Hosting Fossil Fuels | * We will only consider restricting the hosting of fossil fuel companies if students say this is something they want. NFA | | 14 | KD | Energy Audits (SOS UK) | * SOS UK – providing opportunity for energy audits. Good idea – WSU happy to support but not direct involvement due to capacity. | |
| 6. | AOB |  |  | Please could everyone send back their job links to sustainability if not already  Next meeting – 1st April |

**Matters arising - Actions**

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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. | Dates shared with KD. KD added to diary. | KD to speak about sustainability at SAC. |  |
| **DP11-10/24** | KD to send MRF for poster explaining where to donate. | KD sent MRF to CS 15.10.24 | Complete |  |
| **DP12-10/24** | RM to find out who leads COOP food & BIC writing schemes in Hines | **CARRY OVER TO NEXT MEETING** | | |
| **AOB2-10/24** | KD to find out the process for booking time on the Swell printer and share with staff | KD attended swell printing demo with Steve – DDS. Staff made aware. | KD passed on info to EDI committee. |  |
| **AOB3-10/24** | CS to add a reminder to MRF that accessible formats should be uploaded where possible. | Complete | N/A |  |
| **WSUS Sustainability Committee 02-24/25 December** | **DP12-10/24** | RM to find out who leads COOP food & BIC writing schemes in Hines | Complete | KD to contact Foodbank |  |
| **AOB1-03/12** | KD to add promotion of Frank the tree as point for consideration to wildlife photo competition. | Complete | N/A |  |
| **WSUS Sustainability Committee 03-24/25 March** | **SI5-03/25** | KD to amend Sustainable events guidance and send to CS for sign off | KD sent to CS | Approved |  |
| **DP6-03/25** | RM to update committee on Travel Steering Group | KD added to next meeting agenda |  |  |
| **DP10-03/25** | KD to provide opportunity for staff to feedback directly during Make it Green. | KD added activity to MIG planning |  |  |
| **DP12-03/25** | KD to send criteria to ARE for feedback. | KD sent to ARE |  |  |

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

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