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)ApologiesRuttuja 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 |

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| **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.
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| 2 | Objectives 24-25 (EA) | 70% completeHighlight: 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
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| 5 | Documents for approval (KD) | * Ethical Procurement guidance

APPROVED* Digital Footprint guidance

APPROVEDSustainable 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** |

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| 5. | Discussion points | - | 20 |

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| **Point** | **Staff** | **Details** | **Further action required** |
| 1 | EA | Go Green Week  | * Fairtrade FAC happened
* Low engagement (due to lack of promo)
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| 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.
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| 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
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| 4 | KD | Community Rail Partnership/GWR | * No updates on map
* First draft international students’ booklet and proposed WonkHe editorial.
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| 5 | KD | BCU | * Student Sustainability guide/countdown calendar
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| 6 | RM | Travel steering group  | * RM absent – Carry over to next committee meeting
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| 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)
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| 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
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| 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
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| 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.**
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| 11 | KD | Green Careers  | * UW approach
* Employability guide ‘green skills’ is in progress.
* Icon for sustainable leadership is in progress.
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| 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
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| 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.
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| 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 |

