**Sustainability Committee 04 Agenda Date: 30.04.25 1200 – 13.00**

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| **Item** | **Staff**  | **Time** | **Minutes** |
| 1. | Welcome & Apologies | RM | 2 mins | Attendees Ruttuja Mane (SU President – Sustainability Lead)Sophie Smith (Student Activities Manager)Clement Servini (Marketing, Communications, & Commercial Manager)Antonia Rossiter-Eaglesfield (Director of Representation & Membership)Kim Dawson (Sustainability Advisor)Olivia Williams (Voice assistant)Ella Dee (HR Finance)Apologies |
| 2. | Mins approval | RM | 1 min |  |
| 3. | Matters Arising  | RM | 1 min |

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| **Item** | **Action** | **Progress** | **Next steps** |
| **SI5-03/25** | KD to amend Sustainable events guidance and send to CS for sign off | Complete  | Added to the website. |
| **DP10-03/25** | KD to provide opportunity for staff to feedback directly during Make it Green. | Complete  | Feedback on board to be shared with Welcome Desk and HR Governance.  |
| **DP12-03/25** | KD to send criteria to ARE for feedback.  | Complete | N/A |

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| 4. | Standing items  | RM | 5 mins |

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| **Item** | **Details** | **Update** |
| 1 | Annual Objectives 24-25 (KD) |   |
| 2 | UW Sustainability Committee (RM) |  |
| 3 | University of Worcester working groups* UW Travel (RM) DP6-03/25
* UW Biodiversity (KD)
* UW Procurement (ED)
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| 4 | Accreditations (KD)* Green Impact
* Responsible Futures
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| 5 | Policy and guidance review/approval* Recruitment
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| 5. | Dept. updates  | All | 10 mins |

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| **Item** | **Details** | **Update** |
| *Review role of committee members slides (KD)* |
| 1 | Chair (RM)* Networks
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| 2 | Strategy and Stakeholders (ARE)* SMT
* Reporting
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| 3 | Sustainability advisor (KD)* Staff development
* Budget update
* Sustainability campaigns
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| 4 | Sustainability events (CS)* Welcome Week updates
* Online engagement
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| 5 | Ethical Procurement (ED)* Welcome Desk (SSB)
* Book swap
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| 6 | Student groups * Sports clubs and societies
* Nature/Gardening Socs
* Varsity
* Recognition (TWA, TWP)
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| 7 | Student voice * Academic Reps (CT, VC, RYR)
* Pulse survey
* Ideas forum
* F&I log
* SOS Skills survey
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| 8 | EfSD and wellbeing * SOS teach in
* Curriculum audit
* Course/Module evaluations
* Sustainability and Wellbeing
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| 5. | Discussion points | - | 20 mins |

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| **Point** | **Staff** | **Details** | **Further action required** |
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| 6. | AOB |  |  |  |

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| **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 |  |
| **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 |  |
|  **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 | Complete |  |
| **DP10-03/25** | KD to provide opportunity for staff to feedback directly during Make it Green. | KD added activity to MIG planning  | Complete |  |
| **DP12-03/25** | KD to send criteria to ARE for feedback.  | KD sent to ARE  | Complete  |  |
| **April** |  |  |  |  |  |
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| **CODE** | **DETAILS** |
| MA | MATTERS ARISING |
| SI | STANDING ITEMS |
| DP | DISCUSSION POINTS |
| AOB | ANY OTHER BUSINESS |

