**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 | |  |  |  |  | | --- | --- | --- | --- | | **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 | |
| 4. | Standing items | RM | 5 mins | |  |  |  | | --- | --- | --- | | **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) |  | | 4 | Accreditations (KD)   * Green Impact * Responsible Futures |  | | 5 | Policy and guidance review/approval   * Recruitment |  | |
| 5. | Dept. updates | All | 10 mins | |  |  |  | | --- | --- | --- | | **Item** | **Details** | **Update** | | *Review role of committee members slides (KD)* | | | | 1 | Chair (RM)   * Networks |  | | 2 | Strategy and Stakeholders (ARE)   * SMT * Reporting |  | | 3 | Sustainability advisor (KD)   * Staff development * Budget update * Sustainability campaigns |  | | 4 | Sustainability events (CS)   * Welcome Week updates * Online engagement |  | | 5 | Ethical Procurement (ED)   * Welcome Desk (SSB) * Book swap |  | | 6 | Student groups   * Sports clubs and societies * Nature/Gardening Socs * Varsity * Recognition (TWA, TWP) |  | | 7 | Student voice   * Academic Reps (CT, VC, RYR) * Pulse survey * Ideas forum * F&I log * SOS Skills survey |  | | 8 | EfSD and wellbeing   * SOS teach in * Curriculum audit * Course/Module evaluations * Sustainability and Wellbeing |  | |
| 5. | Discussion points | - | 20 mins | |  |  |  |  | | --- | --- | --- | --- | | **Point** | **Staff** | **Details** | **Further action required** | | 1 |  |  |  | | 2 |  |  |  | |
| 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 |

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