

Communications Committee – Action Tracker

Meeting(s)	Minute	Action	Responsible	Timeline
Matters Arising				
6 th Nov 2018	5.2	Union Finance Infographic KL to liaise with CC and JOH regarding the approach for infographic publication	Head of Student Voice and Communications	Update to 27 th March 2019
6 th Nov 2018	12.7	Student survey JOH/AL to discuss the student consultation with Board	Managing Director and Deputy President Education	Update to 27 th March 2019
6 th Nov 2018	9.5	PGR roles AL to discuss PGR role timelines at Governance Committee Update: Action delegated to GSU working group	Deputy President Education	Update to 27 th March 2019
6 th Nov 2018	6.19	Membership data KL to proceed in liaising with the data science society for the membership data project	Head of Student Voice and Communications	Update to 27 th March 2019
29 th Jan 2019	9.1	GSU working group RT to submit a summary paper on the status and future plans regarding PG Comms	Head of Student Voice and Communications	Update to 27 th March 2019

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29 th Jan 2019	6	<p>LE19 KL to share RACI matrix with all staff to promote best practice</p> <p>KL to reassure the Committee that the current resource is adequate for the HoSVC to take on the role of the marketing manager</p> <p>KL to add clearer success measure for LE19</p>	Head of Student Voice and Communications	Update to 27 th March 2019
29 th Jan 2019	8.14	<p>Impact report KL to update the committee next meeting on the plan for communicating the successes of the Union</p>	Head of Student Voice and Communications	Update to 27 th March 2019
29 th Jan 2019	9.12	<p>Internal Communications KL to provide SMG feedback regarding the Committees suggestions on Internal Communications/engagement next meeting</p>	Head of Student Voice and Communications	Update to 27 th March 2019
29 th Jan 2019	10.15	<p>OT Comms OTs to approach Marketing Coordinators regarding posting regular updates about their work on social media</p>	Head of Student Voice and Communications	Update to 27 th March 2019

29 th Jan 2019	11.7	Brexit Comms AD to publish another article in Felix to sign post students to the Brexit updates webpage	Head of Student Voice and Communications	Update to 27 th March 2019
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