

Executive Meeting Minutes Policy

Approval Date:	March 2026	Approval Authority:	LUSA Executive
Review Date:	March 2028	Contact Officer:	LUSA President

Purpose

The purpose of this policy is to provide students with an understanding of information discussed at executive meetings and outline what information should and should not be made available to students. This will ensure transparency to students but also ensure it does not jeopardise LUSA.

Policy Objectives

This policy seeks to determine what information should and should not be shared with students, to be transparent while also safeguarding LUSA. For transparency to be achieved, the minutes must be coherent and available to students in a clear location on the LUSA website.

Principles

1. The following information should be made available to students:
 - 1.1. Basic information, including the name of the meeting, date, time and location of the meeting, members of the Executive in attendance and those who were absent, and any guests that were in attendance.
 - 1.2. Actions from previous meetings
 - 1.3. Actions and details of actions taken during the meeting, including motions made, and if they passed, failed, or were tabled. Details of actions to be published include a summary of actions' reasoning or relevance (when necessary) and specific monetary values relating to actions, unless they are in conflict with any points under clause 2.
 - 1.4. Agenda Items and Items of General Business
 - 1.5. Policies reviewed
2. The following information should not be made available to students:
 - 2.1. Any monetary values that do not relate to a specific topic
 - 2.2. Human Resources activities relating to a specific person(s) conduct.
 - 2.3. Any commercially sensitive activity
 - 2.4. Anything that may jeopardise LUSA by breaching meeting confidentiality.
 - 2.5. Names of individuals and groups who may be affected by a topic, unless prior consent is provided.
 - 2.6. Any discussion of how each Executive member voted relating to a motion.
3. It is not necessary to record the names of those who made or seconded a motion.

Responsibilities

- The President and Secretary will uphold the principles of this policy
- The President and Secretary will sign the physical copy of the minutes that are published to show that the minutes align with this policy

- The Secretary will ensure that a copy of the minutes is published on the LUSA website
- The President at the end of their term will collate the physical and digital copies of the year's minutes to be stored in the LUSA office, President's OneDrive, and the President's Hard drive in perpetuity.

Review

1. This policy should be reviewed biennially by the LUSA Executive.
2. The Executive may change the policy in the interim, in which case all affected parties must be notified and the updated policy must be made available to the student body.