

Paper Title:	NC Minutes to Board of Trustees Meeting, 28th June 2021
Author/s:	Ann Binks
Date:	28 th June 2021

Topic and Purpose of the paper in brief:	Record of meeting of Board of Trustees.
Key Points from the Paper (5 maximum):	<ol style="list-style-type: none"> 1. John Dix, Paidia Mash & Winifred Soribe approved by Board of Trustees as Trustees. 2. The direction of the new strategic plan was approved by Board of Trustees. 3. The Board of trustees approved the Budget for 2021/22 and the budget virements requested for 2020/21. 4. The Board of trustees approved the Scheme of Delegation.
List data or information sources:	Board paperwork
Please tick box if this paper refers to any one of the following:	<input checked="" type="checkbox"/> A standing agenda item (or periodic planned item) <input type="checkbox"/> The Strategic Plan or Strategic Action Plan <input type="checkbox"/> An emerging priority or issue
<p>To what extent could the outcome of this paper affect the inclusiveness of the SU and the accessibility of the SU in respect to promoting equality, diversity and mitigating barriers to equitable engagement with the students' union?</p> <p>Board is the strategic, governing body of the SU from a legal and administrative perspective and therefore business directly relates to the SU's strategies to promote equality and diversity and provide an accessible, inclusive membership organisation.</p>	
Is this paper:	<input checked="" type="checkbox"/> For decision or approval <input checked="" type="checkbox"/> For information and acknowledgement

CONFIDENTIAL

28th June 2021 Board of Trustees **Minutes of Meeting**

Present:	Michael Alawaye Tania Struetzel Tim Stone Mary Holyoak Daniel Login Robert Benson	President (Chair) External Trustee External Trustee Student Trustee External Trustee Student Trustee
Attending:	Mark McCormack Ann Binks (minute taker) Amy McLaughlan Lisa Roerig Kristina Cartwright-Riley	CEO Head of Finance and Resources Head of Membership Services & Engagement Head of Marketing, Communications & Business Development Democracy & Engagement Manager
Observers:	Dylan Cox Catalina Nita Laura Tamara Quadri Yusuf Paida Mash John Dix Winifred Soribe	Incoming Co Vice President Equality & Campus Experience Incoming Co Vice President Equality & Campus Experience Incoming Co President Incoming Co President Proposed External Trustee Proposed External Trustee Proposed Student Trustee
Apologies:	Hafijur Shuvo Alessandro Manea Joshua Chukwu	VP Equality VP Education VP Union Development
Date	28 th June 2021 5.30pm to 7.30 pm	
Location	Zoom(virtual)	

1: Welcome, Introductions and Apologies

The Chair welcomed the incoming executive officers Laura Tamara, Quadri Yusuf, Catalina Nita and Dylan Cox who were attending the meeting as observers and would be appointed trustees on the 1st of July. The chair also welcomed Paida Mash, John Dix and Winifred Soribe who were also attending the meeting as observers as potential trustees. Apologise had been received from Joshua Chukwu, Hafijur Shuvo and Alessandro Manea.

2: Minutes of the Previous Meeting

The minutes of the previous meeting held on 30th March 2021 were **agreed**.

3: Conflicts of interest

It was noted that there was a possible conflict of interest on the agenda items relating to the CEO Performance review and the Employee recognition request. If the Board felt it was appropriate staff could leave the meeting during these agenda items.

4: Matters Arising/Outstanding Actions

<i>Action</i>	
<i>Student trustee recruitment is to be open next term. This has been completed and new student trustees appointed.</i>	AM/M M
<i>Mary Holyoak to assist the Head of Communications to do a video to promote the opportunity to become a student trustee The video has been done and Mary was thanked for her assistance in this matter.</i>	MH/LR
<i>An alternative system of Officer accountability introduced Bye law change programme but not due until next year – Carry forward, not due until new Academic term</i>	AM
<i>The Executive reports streamlined so they are not duplicating Board and Union parliament reports. Carry forward and finalise with new Executive officers.</i>	AM

5: Governance matters

Union parliament had not been quorate to ratify the potential trustees, so the Board were requested to ratify them under the M&A 'extreme circumstances' as having a full Board is in the interest of the charity and the next Union parliament was not being held until October.

The Board used their powers under the M&A and **approved** Paidia Mash as an external trustee from the 29th of June 2021, John Dix as an external trustee from the 29th June 2021 and Winifred Soribe as a Student trustee from the 1st July 2021. Robert Benson was reappointed as a Student trustee.

It was noted that Mary Holyoak was resigning from the 30th of June 2021 and Timothy Stones from the 28th of June 2021.

6: Beds SU New Strategic Plan

Item 10a had been moved up the agenda as it was important that enough time was allocated to the strategic plan, so the item could be fully discussed.

The CEO advised that trustees were being requested to approve the 'top levels' of the strategic plan. Further work would be carried out with staff to put in the finer details of the plan. The

CEO presented the purposed strategic plan 'With you on our journey'. Over the last eighteen months students, staff and other stakeholders have been consulted at workshops and their input has been fed into this plan. We have been aiming to get students to understand what the Union can do for them and as their Union we are there to support them.

The Board we invited to discuss the proposed new strategic plan.

The Board commented at the beginning of the plan there was talk about creating a fair, equitable and rewarding student experience. The Board felt that was the University's job and enquired how remote members at other sites will be engaged.

The CEO agreed with the Board that it was not the Union's job to create this type of environment and would revisit the wording on the 'our purpose' section of the plan. Regarding engaging remote members, the plan has tried to interweave this in the offering to all students. For example, Partnership with neighbouring SU's, we are trying to say we will look at opportunities to bring you together at all campuses and supporting satellite campuses to become their own little Union's. Maybe we need to more direct in the plan how we will achieve supporting remote members.

The Board also commented that although there has been an upward trend in students describing themselves as members of Beds SU, there was a caveat that this was 80% of members surveyed. E.g. What about students that did not respond to the survey? Do we really know how they feel are we getting an unrepresentative picture from students that responded to the survey?

It was acknowledged that there was still work to be done in this area to learn who our students are. It is becoming more representative who is replying to our surveys, but the focus groups have shown that there is still a gap, and we don't feel that we are yet fully representative. We have achieved a lot but there is still a long way to go.

The Board also asked if the plan might be a bit too ambitious, how feasible is it and what are going to be the basis for measuring its success?

The CEO advised that the plan is ambitious and that it is a four-year plan. We have ambitions to change things quite quickly in a positive way and the direction of the plan is agreed with by both the students and the University. The success measures are reasonable and achievable as we expect the University to support us in our journey. Currently we are in the 'right rooms' with the UOB. We have the influence, and we will only struggle in achieving the plan if the UOB doesn't continue with its new invigorated approach.

The Board queried that some measures, e.g. 90% Net Positive in enquiries, appeared high but were advised that we have been smart on the things we are measuring, and it is in areas

we have already been working on, so we have high expectations. The hardest goal will be meeting the students' social expectations.

The Board also queried if the goal of 75% academic rep being elected was ambitious when we have 65% elected already but decided that KPI's can be discussed at a later date. The language in the plan could also be more consistent as sometimes we are talking about 'we' then at other times about the 'membership'.

Other Board members felt that the plan should be ambitious.

The CEO thanked The Board for their feedback.

The Board **approved** the direction of the strategic. **ACTION** The CEO is to resend the plan taking on board the feedback received.

7: Planned changes to the Bylaws.

Item 9e Planned changes to the Bylaws has also been moved up the agenda to allow for a full discussion.

The Board were advised that the Union is hoping to change some of the bylaws for the new academic year and that they are being asked to approve the changes in principle. The changes will then be workshopped with the new officers and the detailed changes will be circulated in August for Board approval.

The Democracy & Engagement Manager shared the main changes with The Board:

- Membership: Provision to explore Alumni memberships for Societies in the future.
- Executive Committee: Update censure to clarify expectations of Officers and recommend annual review of criteria by Trustees. Clarification regarding the process for appeals of automatic censure (i.e., what is relevant forum) to go to.
- Officer Trustee Job Descriptions: Updates to job descriptions (approved by membership in referendum of February 2021)
- Campus Liaison Officers: Add clause to allow title to vary from time to time, with a resolution of the Executive Committee and the Senior Leadership Team. Add annual review of constituency of roles - e.g., in line with changing student numbers/breadth of courses at satellite sites - to be declared to membership ahead of elections each year. Add ability to consider some form of incentive/remuneration for volunteers from time to time (investigating knock-on effect of payment on the maximum two-year term).
- Liberation Networks: Add clause to allow title to vary from time to time, with a resolution of the Executive Committee and the Senior Leadership Team. Add clause regarding

minimum support the Network can expect to receive from the Union e.g., facilitated feedback Forums for their membership.

- Union Parliament: Amend quorum to a percentage of posts elected as opposed to a fixed number. Update titles/roles of Membership. Change meeting arrangements to reflect digital first approach including agenda. Change Make a Change to be in line with new simplified process & add priority ballot. Change Chair to a steering committee (potentially part of Elections Committee role).
- Elections: Separate Executive Officer Elections from Rep Elections. Remove photo from nominations requirement. Make time frames working hours. Extend time to count and announce elections results.
- Elections Committee: Consider broadening scope to include all democratic exercises, e.g., committee becomes “Chair” of Union Parliament in the event of a dispute (name change to be considered to reflect this). Change to reflect digital first approach to
- Referendums: Quorum brought in line with MAA. Add clarification on quorum measurement.
- Annual Members’ Meetings: Change to reflect digital first approach to meetings. Change Chair to a steering committee (suggested part of Elections Committee role
- Extraordinary Members’ Meetings. Change to reflect digital first approach to meetings

The Executive officers queried if they could add their own photograph as the requirement to have one for Nominees was being removed. The Board said that they would require clarification of what was an acceptable photo.

The Board also queried if there was a time limit on joining a society for an Alumni. Head of Membership advised that depends on the information that University share with us.

The Board advised that they had no further question and **agreed** the direction of the changes and were again advised that the detailed changes would be circulated during August.

8: Executive update

The Executive update was taken as read.

The trustees congratulated the outgoing executive officers for the past year especially considering the difficult circumstances in which they had held office in. However, the Board were disappointed that only the President had turned up for tonight’s Board meeting and that the officers didn’t attend the trustee interviews. The Board also commented, as they had previously, that the reports didn’t reflect the impact that the Officers’ actions had achieved, though they did recognise that the Executive reporting was going to reviewed over the summer.

They asked the President if they would like to go through the executive achievements that they were most proud of.

The President advised the following:

- Introducing financial support from the University for student who could not afford to buy necessities such as laptop.
- Progressing UOB guide for fees and benefits for international students and how to progress their careers after studying.
- Raising concerns about deadlines for mature students ie feedback on assignments were only received a week before the next assignment was due which was not long enough.
- How to support students during COVID ensuring the students voice was heard at COVID meetings and implementing the sunflower scheme so students with disability are easily recognised.

The above are an overview of what had been achieved as a team and it's a shame that the other members of the team are not present.

The student trustee advised that they had put a question into Union Parliament asking why no report or video had been received from the Executive but was yet to have received a reply. The President advise that they will chase this up.

9: HR Report

The HR minutes were taken as read and the Board did not have any questions.

As the item on CEO performance could cause a conflict of interest, to allow the meeting to continue without disruption the Board were invited to send any questions regarding this item later.

10: Finance Report

Management Accounts & report

The Board were advised that the management accounts currently reflected a deficit of £18.3k.

Employment Recognition Request

The Board received a recognition proposal for staff for those working the previous year in challenging circumstances.

The Board were open to recognition proposals but the current proposal was insufficient.

ACTION HR Committee to be presented with options of how a recognition scheme that was tied into performance could be implemented for consideration.

The Board were keen that this wasn't seen as a negative comment. The Board acknowledged all the hard work that of staff in the recent year.

Approval of Budget 2021/22

The draft budget would go to the finance Committee for scrutiny in July, but the Board were being requested to approve it now. The budget reflects how funds are being allocated in line with the strategic plan priorities.

One of the Board members queried why the budget was so tight and were advised that unfortunately the University would not approve a block grant that added to the Union's reserves.

The Board **Approved** the budget for 2021/22.

11: CEO Report

CEO Report Summary - This was taken a read and The Board had no questions.

Union KPI's - The Board queried the current KPIs, and they were advised that when the Strategic Plan was completed new KPI's would be set. **ACTION** New KPI's to reflect forecasted position at Year end.

Risk register

The Board **approved** the Risk Register.

12: Additional Business

Scheme of delegation

There had been minimal changes to the Scheme of Delegation, and it would be reviewed further on the Government away day.

The Board **Approved** the Scheme of Delegation.

13: AOB

The Board should be aware that Laura Tamara would be the new Chair of the Board and Quadri Yusuf would be the Chair of the Sub Committee meetings.

The Board thanked Mary and Tim for all their hard work. Tim had been with the board a long while and would be greatly missed. There is a leaving do for the outgoing Executive Team on Wednesday and all the Board are invited to attend. An email would be circulated containing the details.

The CEO thanked everybody for their input today and for endorsing strategic plan.

Date of Next Meeting 14th October 2021

Actions arising		
<i>Action</i>	<i>By Whom</i>	<i>Completion Date</i>
The Strategic Plan is to be revised taking into account the feedback provided and re circulated to the Board.	MM	ASAP
HR committee are to be provided with a report Showing performance related pay rewards schemes that could be adopted at the Union.	AB	21/7/2021
An alternative system of Officer accountability introduced.	AM	Start next acad. year
The Executive reports streamlined so they are not duplicating Board and Union parliament reports.	AM	Start next acad. year
New KPI's to reflect forecasted position at end of year.	SLT	DONM