



Paper Title:	<b>Minutes to Board of Trustees Meeting, 12 October 2021</b>
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Date:	07 December 2021

Topic and Purpose of the paper in brief:	Record of meeting of Board of Trustees.
Key Points from the Paper (5 maximum):	The Board approved the CEO's Objectives, noted the Memorandum of Understanding between the SU and the University, and reviewed the NSS results.
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**

### **12<sup>th</sup> October 2021 Board of Trustees Minutes of Meeting**

<b>Present:</b>	Quadri Yusuf Laura Tamara Dylan Cox Catalina Nita Paidia Mash John Dix Winifred Soribe Tania Struetzel Dan Login	Co President (Chair) Incoming Co President Co Vice President Campus equality & experience Co Vice President Campus equality & experience External Trustee External Trustee Student Trustee External Trustee External Trustee
<b>Attending:</b>	Mark McCormack Ann Binks (minute taker) Amy McLaughlan Lisa Roerig	CEO Head of Finance and Resources (minute taker) Head of Membership Services & Engagement Head of Marketing, Communications & Business
<b>Apologies:</b>	Robert Benson	Student Trustee
<b>Date</b>	12 <sup>th</sup> October 2021 4.20pm to 6.30 pm	
<b>Location</b>	Puttridgebury, room PB101	

#### **1: Welcome, Introductions and Apologies**

The Chair welcomed everybody and advised that apologies had been received from Robert Benson.

#### **2: Minutes of the Previous Meeting**

The minutes of the previous meeting held on 28<sup>th</sup> June 2021 were **agreed**.

#### **3: Conflicts of interest**

The CEO's performance review and objectives are on the agenda. SLT will leave the meeting when these items are discussed.

#### **4: Matters Arising/Outstanding Actions**

The Strategic Plan is to be revised considering the feedback provided and re circulated to the Board.  
Completed.



<p>HR committee are to be provided with a report</p> <p>Showing performance related pay rewards schemes that could be adopted at the Union. A report had been provided to HR Committee which had been discussed. It was a complex topic and it had been agreed to review the matter closed to next year's budget and to review the Rewards &amp; Recognition policy next year. Completed.</p>
<p>An alternative system of Officer accountability introduced. Completed.</p>
<p>The Executive reports streamlined so they are not duplicating Board and Union parliament reports</p> <p>New reporting system in now in place. Completed.</p>
<p>New KPI's to reflect forecasted position at end of year. This had been reviewed today at the trustees away day. Completed.</p>

## 5: Governance matters

The CEO advised that a candidate had been chosen for the UOB trustee- Beverley Hoare. Beverley is in the communications department at the University and is keen to join our Board. The VC has agreed the appointment and we are now waiting for The Board of Governors to approve. This has been chased up repeatedly, the delay is probably due to the appointment of a new Chair of Governors

Robert Benson has applied for a student staff job. If he is offered a paid position he will step down as a student trustee.

## 6: Executive Team Update

The Executive team gave the board an overview of their activities and achievements.

Students have been supported in accessing funding from the University and all lectures that happened on campus are now also being uploaded online to assist students to revise for revision or for students to watch who are having to self-isolate.

The Executive had also been promoting the sunflower scheme to support students with hidden disabilities. Sunflower lanyards are now available to all students who identified as having hidden disabilities. The University have also allocated funding for the scheme but have yet to roll it out to all staff.

The Board were asked if they had any questions on the Executive update.

The Board were pleased to note that the reporting had been changed and hopefully watching a video update from the Executive officers would be better for students. The Executive were asked how they have found the new reporting structure and if there had been any feedback from students.

They replied that they are finding updates very easy and straightforward to do. Students are so happy to find people to actually talk to rather than emails that can take days to be replied to. It was very important for the reporting to be transparent so the students can see what the Executive are doing and what hasn't been done, it is hoped that the new reporting will encourage students to engage more.



The Board said that the video was great and very helpful, but Airtable did not appear to identify actions and it was quite difficult to see if it's something that had been done or was waiting to be done.

They also asked if there had been any feedback on the suggestion to simplify the student handbook and were advised that the SU had had offered to reword the handbook to simplify it.

The Board wondered if there was a way of identifying the Executive key priorities as they will not be able to address all the tasks listed and were advised that the Executive used their videos to identify their key points and the impact they were having.

## **7: HR Report.**

### **7a) HR Sub-committee minutes**

These were taken as read the Board advised that they had no questions or queries.

### **7b) CEO Performance review and Objectives 2021-22 (taken with 7c)**

### **7c) CEO Line Management meeting**

The Board commended the CEO for meeting all their objectives. The staff survey results had reflected the confidence the staff have in SLT. The Board are very happy with the CEO's style and performance.

The CEO wanted to take this opportunity to note their gratitude to SLT and commended their commitment and trust fostered among the team. SLT had worked very, very hard during lock down and indicators show the progress made.

*SLT left the room for this agenda item and so the notes were provided by TS.*

The CEO explained due process for these items at Board meetings to ensure Board can discuss his performance confidentially and openly. The CEO is line managed by an External Trustee and a Co-President.

The objectives presented were initially discussed at the appraisal meeting in August and amended following the discussion. The CEO noted it was important to ensure that the objectives are useful to the Board and the CEO and provide an indicator on how the strategy is progressing.

The CEO summarised the objectives and performance indicators presented in the paper. The Board queried whether relationships with external stakeholders in the community should be added to the objectives. The CEO welcomed the suggestion and noted that they would be happy to explore this further.

The Co-President queried the length of paternity leave the CEO would be taking in 2022. The CEO noted that the parental leave policy would be brought to the October HR Sub-committee for approval. If approved, the CEO was planning to take three weeks of leave in January 2022 and then another 10 days spread over the 52 weeks following the birth of the baby.

*The CEO left the meeting.*

The External Trustee summarised the appraisal discussion which had focused on the CEO's relationship with the Officer team, SLT, the University and the Board. The External Trustee commended the CEO and SLT on their achievements during the past academic year reflected in an increased NSS Q26 score, increased staff confidence in SLT and an increased block



grant. The Board expressed their thanks to the CEO, SLT and their teams for their continued hard work throughout the pandemic.

#### **7d) H&S Update re return to campus operations**

The Campuses were now Beds SU staff default place of work. To guard against a 'pingdemic' just before Welcome week the return had been held back. Since the return to the offices no staff member had fed back any specific safety concerns regarding COVID. The Flexi approach in place was covered in the HR Subcommittee meeting and this was helping with attendance in office, allowing staff to feel safe, spreading ourselves out and keeping careful. The Board had already received emails showing the safety measures in place. Later in the week we are meeting to discuss whether or not we should continue our COVID pass requirements for our night-time events. We haven't received any particular 'push back' but are aware other clubs do not have this in place.

### **8: Finance Report**

#### **8a) Management accounts and reports**

The Board were presented with a set of management accounts. Currently the management accounts are reflecting a break-even position at year end but there are concerns regarding Commercial services due to low footfall on campus. The situation is being monitored but if sales continue to be lower than targeted the forecasted sales will be reduced for the reporting at the next Finance Committee. This will result in the contribution to core from commercial service being reduced and the core expenditure will no longer reflect a break-even budget.

The Board agreed that there were a very low number of UOB staff on campus. The CEO advised that this had given welcomed greater visibility for Union staff. The low footfall on campus has been queried with the VC who responded that the Deans had advised that the number of students attending classes was lower. Perhaps is just a phase of returning to campus, hard to tell if it's permanent change.

#### **8b) Finance Sub-Committee minutes**

These were taken as read the Board advised that they had no questions or queries.

### **9: CEO Report a), b) and c)**

The CEO advised that their CEO report was available on video. In the video a summary of welcome statistics is provided.

Things for The Board to think about. We haven't managed to get into classrooms as much as we would have liked. The Executive are busy.

The student trustee asked if the University was still doing block intake every six weeks? They used to take the new students to the bar is this still being done.

They were advised that the SU needs to press with the academic staff the importance of them supporting students engaging with SU. The SU can't meet every student over Welcome, so we need to find a way to meet students gradually. The VC is aware that the SU needs to work out a way to get into student classes to meet them.

The Board commented that students' demographics reflected a growth in international students, is this a growing trend compared to Home and is it reflected in the strategy?



The CEO advised that the shift was in the postgraduate which had high numbers, but many post graduate students only studied one or two days a week alongside other things, so when we talk about a more flexible approach, that is aimed at these students, we just haven't mentioned it specifically. Anecdotally it appears a lot more students are staying on to do post graduate course because of the epidemic.

The Progression of the strategic plan was on the agenda and the Board enquired if there were any parts of the plan that had not been achieved. The CEO advised that this had been addressed in their video and a major objective not yet achieved was not being able to reach students in their classrooms. However, as the year progresses, we will keep pressing for the Union to be allowed access to the students in their classroom. The Executive advised that they had gone into a few classrooms in the post graduate centre.

### **Risk Register d)**

The Board reviewed the Risk register and agreed that recruiting staff was proving problematic at the moment.

## **10: Additional Business Items**

### **10 a) National Student Survey results**

Question 26 of the NSS refers to Student Union and asks students if they feel that their SU represents their Academic interests. The results from the NSS score are used in some University league tables however question 26 is not used in the overall satisfaction calculation.

The Board did not have any questions on this Agenda item.

### **10 b) Memorandum of Understanding**

The current MOU had been circulated to the Board for their information. This had been reviewed a few years ago and is split into two parts covering the purpose and principles of how the University and Union engage with each other.

Under the scheme of delegation, the Board are due to note the MOU at the October Board meeting. The Board advise that they had noted the current MOU and did not have any queries.

### **10 c) University Strategic Plan**

The University's new Strategic plan for 2021-2026 had been provided for the trustee's information.

**ACTION:** The Board thought it would be nice if somebody from the university could come and talk through the new vision and how they see they SU being involved in it.

## **11. AOB**

The date of next meeting 15<sup>th</sup> December 2021.

Going forward all the Subcommittee meetings will be virtual and the Board meetings mixture of virtual and in person. **ACTION** The Board to be sent out a poll two weeks before the Board meeting to see if the majority want a virtual or in person meeting.

John Dix was allocated to the HR Committee.



<b>Actions arising</b>		
Action	By Whom	Completion Date
To see if a representative from the University would come to a Board meeting to discuss their new strategic plan and how they envisage the SU being involved.	MM	Subject to UOB availability
Poll Board members to determine if Board meeting will be virtual or in person.	AB	DONM