

Paper Title:	<b>Minutes to Board of Trustees Meeting, 29<sup>th</sup> June 2022</b>
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Date:	29 <sup>th</sup> June 2022

Topic and Purpose, in brief:	Record of meeting of Board of Trustees.
Key Points from the Paper (5 maximum):	<ol style="list-style-type: none"> <li>1. The meeting noted governance changes, such as amended provisions in the Scheme of Delegation, thanking a departing Student Trustee and welcoming two new Student Trustees. Outgoing Executive Trustees were also thanked.</li> <li>2. The CEO presented a strategic review, which considered the charity's performance against its strategic plan and plans being developed to redress gaps and development areas as well as advance existing progress.</li> <li>3. Updates on funding discussions with the University were provided with consideration of different outcomes or options available to the charity in regards to the funder relationship.</li> <li>4. Changes to Bye Laws regarding student democracy were presented for information and scrutiny.</li> </ol>
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**

### **29<sup>th</sup> June 2022 Board of Trustees Minutes of Meeting**

<b>Present:</b>	Dylan Cox Laura Tamara Quadri Yusuf Paida Mash John Dix Winifred Soribe Tania Struetzel Dan Login Beverley Hoare	Co Vice President Campus equality & experience (on zoom) Co-President Co-President (Chair) External Trustee External Trustee Student Trustee External Trustee External Trustee University of Bedfordshire 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>Observers</b>	Dr Tony Breslin Tabitha Ajaol Ryan Murphy Suman Nash Fiona McFeeley	External facilitator Incoming Co Vice President Incoming Co Vice President Incoming Student Trustee Incoming Student Trustee
<b>Date</b>	29 <sup>th</sup> June 2022 5.30pm to 7.42 pm	
<b>Location</b>	G225 Luton Campus and Zoom	

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

The Chair invited all attendees at the meeting to introduce themselves. The Observers were welcome to attend the meeting but it was noted that they had no voting rights. It was clarified the Observers could otherwise participate.

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

The minutes of the previous meeting held on 6<sup>TH</sup> April 2022 were agreed.

### 3: Conflicts of interest

A standing conflict of interests around CEO performance review and a staffing review is on the agenda and it was noted that staff are in the room. SLT advised that they are more than happy to step out of the meeting if the trustees wish to discuss these agenda items in confidence.

### 4: Matters Arising/Outstanding Actions

Actions
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. The current plan is that they will attend the staff conference that trustees are also invited to. The Register has agreed to attend and we are just waiting for the secretary to confirm. <b>Completed</b> Ruth Borne had attended the staff conference
To report to the Board the plan for the 'PR' campaign to increase awareness of the Union's achievements with the University. The plan is to work on this over the summer while looking at the strategic plan. <b>CFWD</b>
Further in-depth work on KPI's. I.e. explore how we are measuring website KPI's and to obtain more quality data reporting around our reps to try to ascertain outputs. The plan is to work on this over the summer while looking at the strategic plan. <b>CFWD</b>
To prepare a new Block grant request based on a 'reasonable' ask and circulate to the trustees. <b>Completed</b>

### 5: Governance matters

Thanks were given to the trustees who engaged in the substitute appointments panel. Dan Login and Tania Struetzel have now been reappointed to the Board and Fiona McFeely and Suman Naz have been appointed as student trustees from the 1<sup>st</sup> July 2022. The Board **approved** these appointments.

The Boards evaluation and a skills matrix will be sent out in the next couple of weeks.

### 6: Executive Team Update

The President highlighted the Executive Officers' major achievements and on-going projects, which included commitment to end University non-disclosure agreements. They were also working on an induction for the incoming Executive.

The Board advised that PGR students are supporting a campaign launched this week on the cost of living for PGR students, as they usually receive a scholarship rather than a salary. The President advised that they would look into this further.

## **7: HR Report.**

### **7a) Human Resources Sub Committee Minutes**

These were taken as read and The Board had no questions.

### **7b) Annual staff survey results**

These had been provided for information to The Board as the HR Committee had already reviewed them. The CEO advised that it contained a lot of good news and compared to the average results across the charity sector the results were very good. However, the results regarding the Union's environmental impact were troubling, as a lot of work has been done in this area.

The Board gave their congratulations on the positive survey results. Workload, pay and the pressure to work long hours can be difficult to improve in the short-term. Has any thought been given how to tackle this?

### **7c) CEO Line Management & Objectives Update**

The Board and CEO advised that they are happy for the staff to stay in the room for this agenda item.

Tania Struetzel advised that a meeting had occurred at the end of May and the discussion had included the block grant, officer induction, NUS and the general relationship with the University, staff stress and workload, CEO 360 review, nothing controversial had arisen. The CEO advised that the first quote for their 360 review came through after the meeting but the unfortunately they went on leave then were off work for two weeks with COVID. Getting PA support for the CEO had come up and this was currently being investigated.

The Board advised that they did not have any concerns or comments.

## **8: Finance Report**

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

The Board reviewed the management accounts and asked if there was any scope for the venue income to be increased. They were advised that while the footfall on campus remained low unfortunately this might not be possible.

## 9: CEO Report

### 9a) CEO Report Summary

The CEO presented their report.

Things to feel good about: The Executive continue to be visible with both the student population and the University: Beds SU student delegates attended the national NUS conference: Beds SU awards ceremony took place in May: An ethical Iftar was held for students: Mental Health awareness week was promoted: Queen's Jubilee celebrated on campus: The VECG approved a proposal for paid roles for Student Experience leaders.

Things to think about: The Government has disengaged with the NUS: Participation and activity is very low in Societies :Policy ideal passed in May that mandated the SU to lobby University to introduce a scheme whereby students can directly speak to a BME counsellor: The UOB has undertaken analysis to assess risk with the coming OFS regulatory changes.

Staffing changes – The Communications Co-ordinator has resigned after 2.5 months after being offered their dream job , The Democracy and Engagement Manager is leaving next week and Catalina Nita (VP) left their office a month early. There are also two on going long-term sickness absences.

The Block Grant has been finalised and has been presented to the first University subcommittee and will need to go to a further subcommittee before finally being submitted to The Full Board for consideration.

The trustees were concerned that as the University was underperforming in Student Voice and any associated risk to the SU. The CEO advised that there could be if the Uni SLT sought to apportion underperformance to the SU, though this was unlikely so it is a low risk. **ACTION** add to risk register.

SLT had talked about NUS membership but it is not their decision to make, though they can provide the pros and cons of remaining affiliated to the NUS. Although membership enables Beds SU to be part of a big movement are they representing students about the right things? Ultimately, this is a student decision. Maybe this is something for the Executive to consider.

**ACTION** Executive Officer to have a discussion on Beds SU affiliation with NUS.

The incoming student trustee queried if our representatives are prepared enough for attending conferences. Other unions appeared to be more prepared and they were

concerned that our representatives behaved more like observers. Other SU students had also been also be prepped by local political parties.

**ACTION** Head of Membership will share relevant training plans with student members.

### **9b) Strategic Plan Monitoring**

This was taken as read and the Board advised they had no questions or comments.

### **9d) Risk Register**

This was taken as read and the Board advised they had no questions or comments.

## **10 Additional business**

### **10a) Financial review budgets 2022/23**

The CEO gave a presentation on reshaping the budget.

The Main points of the presentation were as follows:

- Currently the Budget has a predicted shortfall of £65k.
- The trustees want a workable long-term budget.
- The budget cannot be balanced by savings alone it's a structural loss that needs addressing.
- University governors await the outcome of our review but not until 2022-23.
- Budget—balancing cannot undermine a later Grant request or undermine engagement gain and strategic enhancement.
- Must be led by strategy and impact-orientated (and cannot lead to indirect consequences).

The Board queried if the allocation of resources against outcomes, in particular student engagement. The CEO replied that this had all been considered.

**ACTION** A more detailed Strategic review will be presented to the HR Committee, which all Board members will be invited to. The review will show how the purposed changes relate to Strategic Plan and KPI's.

A student trustee enquired how the review will be explained to currently engaged students. They were advised that students would be told that they don't see any major changes to key services and any changes to democracy will be communicated to the student body.



The Board advised that they had no further questions.

### **10b) Byelaws review**

Head of Membership advised that the Bye-laws were reviewed on an annual basis to check to make sure they are still relevant and if there are any required improvements. Students are not currently engaging with union parliament as we would wish.

The Board were given a summary of the proposed changes:

Elections Committee scope extended to include year-round scrutiny of Union democratic processes (such as policy development) and Officer accountability, creating one group of really engaged members who can become “expert” in our workings

Scrutiny Committee membership extended to include both elected Officers and lay students for a “jury of your peers”-style model

Union Parliament disbanded: democratic policies opened up to all-student vote (online) with accessible quorum to ensure minority voices are heard

Democratic Policy Formation updated to incorporate good practice established over the last year, i.e. ensuring that consultation with members takes multiple formats to improve accessibility

The Board could see why the quorum would be set at 18 for Democratic policies and we didn’t want a quorum that was too high but they were concerned that at this level an ‘interest’ group could push through policies that weren’t representative of the student body. **ACTION** Carry out a bench marking activity against other SU’s to ascertain their quorate level. The Board also asked if the students on the Scrutiny committee were required to do a lot of work as there is a difference between those who get paid and those that don’t.

### **10c) Scheme of delegation**

This was taken as read. Key changes are as follows:

Full Board meetings the agenda has been re-ordered to bring discussion items before update items; this is intended to maximise trustee time in debate and consideration on business.

Guide to business per meeting revised, adding items that are traditionally discussed but currently excluded from the Scheme (e.g. annual planning and setting of targets and adding an annual review of governing documentation, which has become customary and reminds of a need to review these formally over time).

Sub-Committee quorum raised from two to three. Whilst two is more achievable and has been helpful in recent years due to instances of non-attendance or vacancy, being that subcommittees can approve Board business on their behalf, three could be deemed prudent.

A number of minor changes have been made to shorten the document, abbreviate some text and standardise formatting. This includes some reconciliation of terms where it made sense to or there was duplication (e.g. see HR Committee 'Main Areas of Business')

The Board **approved** the scheme of delegation for this year.

## **11.AOB**

The Board thanked the outgoing officers and the Student Trustee Winifred Soribe for all the work they had done during the year, as this was their last meeting.

## **12.DONM**

The Date of the next meeting will be Monday 10<sup>th</sup> October in person.