

10th October 2022

Board of Trustees, Minutes of Meeting (Non-Confidential)

Present:	Quadri Yusuf Laura Tamara Tabitha Ajao Ryan Murphy Paida Mash John Dix Winifred Soribe Tania Struetzel	Co President (Chair) Co President Co Vice President Campus equality & experience Co Vice President Campus equality & experience External Trustee External Trustee Student Trustee External Trustee
In attendance:	Ann Binks (minute taker) Mark McCormack Amy McLaughlan Lisa Roerig	Head of Finance and Resources (minute taker) CEO Head of Membership Services & Engagement Head of Marketing, Communications & Business
Apologies:	Suman Naz Dan Login Tabitha Ajao	Student Trustee External Trustee Student Trustee
Date:	10 October 2022, 4pm to 6pm	
Location:	Luton, in person	

1: Welcome, Introductions and Apologies

The Chair welcomed everybody and advised that apologies had been received from Suman Naz, Dan Login and Tabitha Ajao.

2: Minutes of the Previous Meeting

MMc explained that red text in draft minutes identifies proposed redacted text; Trustees have the right to challenge at this point.

The minutes of the previous meeting held on 29th June 2022 were **agreed**.

3: Conflicts of interest

There was acknowledged conflict among employees present, including trustees, on matters relating to team performance and terms. In particular, the CEO and members of the Senior Leadership Team were conflicted in Item 7b and would leave the meeting at the item to allow free discussion among the trustees.

4: Matters Arising/Outstanding Actions

1. University performance in NSS and/or student views of the student experience inferred risk to the SU's strategic goals and sustainability; to be added to the Risk Register.
 - a. Complete. Added.
2. To report to the Board the plan for the 'PR' campaign to increase awareness of the Union's achievements with the University.
 - a. Complete. Planned for later in term, incorporating w SV updates (shouldn't be two diff updates)
3. Further in-depth work on KPI's. I.e. explore how we are measuring website KPI's and to obtain more quality data reporting.
 - a. Complete. KPIs presented.
4. Carry out a benchmarking exercise with other SU's regarding the quorum level set for students to implement Democracy policies.
 - a. Ongoing.
5. To continue board engagement on the Strategic Review.
 - a. Complete.
6. Head of Membership to investigate support for student members attending NUS Conferences (such as share training plans for NUS Conferences training plans with Student members).
 - a. Complete (planned for later in year once NUS Delegates are elected).



X: STARRED ITEMS

Item 9 c) taken out of order to continue conversations from earlier Away Day

MMc introduced. Trustee responsibility to oversee, monitor, and on occasion intervene; KPIs should give Trustees sense of control over the Strategic Plan and performance against it. Opportunity to review and scrutinise performance from previous year and set both measures and thresholds for the year ahead. Attention drawn to "Lag" measures – "Lead" may not necessarily be targets, more contextual indicators. Trustees discussed the relevance, appropriateness of objectives for coming year in relation to the plan's goals and their contentment with benchmarks proposed.

The Trustees **approved** the Strategic Measures for the 2022-23 year as presented.

5: Governance matters

None.

6: Executive Team Update

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

Ryan: PAT system (context) – better support for students, every student should have a PAT and monitored digitally; Timetables (especially important for our members); Student rights - Cost of Living crisis – discussing with VC on Weds.

Laura: disability screening and disclosure as well as cost of living and pantry.

Tabitha: (via Quadri) Student wellbeing – liaising with other Unis; Trying to get workshops from externals on the importance of mental health.

Quadri: Placement support; Cost of Living – meeting with MPs and going to Westminster; Improved assessment support – e.g. Studiosity.

7: HR Report

7 a) HR Sub-committee minutes

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

7 b) CEO Performance review and Objectives 2021-22

CEO/SLT left the room - Note-taking transferred to LT for the remainder of the item, 7b.

TS gave a verbal summary to the board of MM's 360 feedback and overview of what it entailed; TS advised that the full report was available to board members on request.

The board of trustees noted congratulations to MM on a successful 360.

SLT re-joined meeting

TS passed on congrats on successful year. The Board expressed thanks for leadership of SU through testing year. TS confirmed 360 feedback had been discussed and incorporated in objectives. No further questions received.

MMc passed on thanks to Board, Exec and SLT and staff for support over the whole year.

8: Finance Report

8 a) Management accounts and reports

Take paper as read.

ACTION: SLT to take plan to HR Committee to how we are supporting staff during this time (seek to put value to it).

Membership Report – for info

Trustees welcomed/commended simple presentation of stats and heard recruitment insights re university recruitment in the current year.

8 b) Finance Sub-Committee minutes

Approved.

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

Take paper as read. The Trustees discussed items from the report, in particular dedicating discussion to vacancy and absence challenges, recruitment plans.

9 d) Risk Register

Take paper as read.

MMc suggested that recruitment of staff is moved up the Risk Register – APPROVED.

ACTION: SLT to move up Risk Register.

10: Additional Business Items

10 a) National Student Survey results

Take paper as read.

MMc introduced. Trustees discussed the University and SU NSS results for 2022 and reviewed the SU's current plans to improve scores.

10 b) Memorandum of Understanding

Provided for info.

10 c) Discussion on Governance Review items or plans

MMc informed trustees that the Memorandum and Articles of Association for the charity (the "M&A") were due for review in 2023. This presented opportunity, if so desired, to review existing governance arrangements. MMc expected discussions in the coming academic year regarding elections and Executive Officer roles/job descriptions.

Trustees discussed an opportunity to potentially clarify roles and responsibilities within the governance make-up of key roles to ensure no overlap or duplication.

11.AOB

None Received.