

Meeting:	Board of Trustees		
Location:	Microsoft Teams Meeting		
Date & Time:	Thursday 22 September 2022 at 9.30am		
Present:			
Alexander Robinson	President (<i>Chair</i>)		
Julia Kildyushova	Education Officer		
Jura Neverauskaite	Postgraduate Officer		
Elizabeth Stacey	Sport Officer		
Viktor Toshev	Activities Officer		
Blake Walker	Community Officer		
Kate Aldridge	Independent Trustee		
Jordan Kenny	Independent Trustee		
Marian McNeir	Independent Trustee		
Barry Hughes	Independent Trustee		
Matthew Houghton	Independent Trustee		
Anand Agarwal	Independent Trustee		
In attendance:			
Beki Self	Governance Administrator (Secretary and for item 12)		
Ben Palmer	Change and Inclusion Manager (for item 8)		
Mandy Wilson Garner	Acting Chief Executive		
Helen McHenry	Head of Finance (for item 13)		
Item			
1.	Apologies for absence		
	Name	Reason	Accepted
	Nicky Passmore	Illness	Yes
	Chair has noted that Valerie has resigned due to work commitments.		
2.	Notice of any other business		
	Arts Strategy and The Edge - MM		
3.	Declaration of conflict of interest		
	No conflicts of interest were declared.		
4.	Minutes of the previous meeting and actions arising		
4.1	The Board approved the previous minutes.		
4.2	Action Arising: Chief Executive to provide an update on the strategic review.		
	Acting Chief Executive MWG explained that when the new Chief Executive is in post, strategy will be a priority. Linking to this, a joint committee between the University and the Students' Union is beginning to be established. This will be an opportunity for both strategic planning and to demonstrate the value of the work The SU does.		
	A trustee noted that previously Trustees would be provided with a list of previous actions which enables the trustees to see the progress of said actions.		

	ACTION: BS to ensure previous actions included in future Board of Trustee Reports.
5.	<p>Update on Chief Executive Position</p> <p>The Chair AR provided a verbal update on the recruitment of an interim Chief Executive.</p> <p>The plan is to interview up to 4 candidates from the 6 applications received. The Interviews will be on Thursday 6th October.</p> <p>It was noted the CEO of Bath Spa University Students' Union will be a member of the interview panel so there will be some specific expertise additionally, this will further the relationship between The SU Bath and Bath Spa SU.</p>
6.	<p>Acting Chief Executive Report</p> <p>The Board received the Acting Chief Executive Report.</p> <p>MWG wanted to highlight the staffing update. Both the gaps in staffing and the staff turnover have taken its toll on the SU as a whole. There have been meetings with the University HR team, they have acknowledged a capacity concern, and this is something they are looking into.</p> <p>Head of Finance HMH has met will all Heads of Departments to look at possible interim measures to support departments. In most circumstances, casual staff have been an appropriate interim solution.</p> <p>QUESTION - Trustee What is the scale of the staffing and recruitment issues?</p> <p>ANSWER - MWG The SU has around 50 members of career staff and there are currently 9 or 10 vacancies meaning the vacancy rate is approximately 20%. Most of the vacancies are in junior roles responsible for more day-to-day operations.</p> <p>MWG explained they were required to write a report for the Vice Chancellor regarding Dartmouth Avenue which indicates they are looking to extend the lease.</p> <p>The hairdresser space is nearly ready, Head of Commercial has been sourcing hairdressers and barbers to rent the space.</p> <p>Freshers' week preparation is looking excellent, and The SU are looking forward to welcoming new students next week.</p> <p>There is a new bus working group which has a promising new staff member as lead. AR to provide more details in AOB.</p> <p>MWG has had meetings with Helen Web, Marketing & Communications Manager and Mike Dalton Head of Commercial-Venues & Events regarding initial short term initiatives following the consultancy report earlier this year.</p> <p>A key focus has been refreshing the bar's food offering, rebuilding relationships with the sports groups and reviewing the club nights. MWG and Helen Webb are going to meet with a marketing consultant regarding a possible restructure with a marketing specialist post.</p> <p>MWG asked if the Board had any questions regarding the report.</p>

	<p>QUESTION - Trustee As there is little that can be done regarding the University's HR processes and capacity, would the SU be able to use an external recruitment company in the short term? This could help the University's HR team with capacity and the SU for turnaround of recruiting staff.</p> <p>ANSWER - MWG Agreement that this would be a good conversation to have with the University. Having it noted the Trustees are concerned will also help the case. One barrier will be that positions that have changed scope will need to go through the University HR approval process.</p> <p>QUESTION – Trustee How much funding has been agreed for The Edge and the arts offer?</p> <p>ANSWER - MWG The University have covered all the costs associated with the space and staffing. This is exactly what was asked for which is great. There are still some parameters to work out regarding ownership of space. A recent flood will test out these parameters with the insurance company.</p> <p>A Trustee wanted to thank MWG for the outstanding work they have done as Acting Chief Executive, particularly as the duration has been longer than anyone predicted.</p> <p>QUESTION – Trustee From experience changing job titles from officer or coordinator to specialist has resulted in a significant increase in applications for positions. Is this something that can be looked at within the SU?</p> <p>ANSWER - MWG In agreement, this is something that is being explored.</p>
7.	<p>Finance and Audit</p> <p>The Board received a report on the SU's Finances for the last year (<i>see R2 of the Board reports</i>).</p> <p>BH presented a summary of the Finance and Audit report and the Finance and Audit Committee meeting.</p> <p>The SU was in a good position at the end of the year.</p> <p>Good position in the end. Overall ended with a strong financial position. Still a lot of concerns about cost of living, commercial income and inflation.</p> <p>Concerns around the VAT issue has been resolved for this year. This year the University has ensured the SU will not be impacted by agreeing to cover the VAT costs but there is no agreements currently in place for future years.</p> <p>It was noted it would be good to see if something more efficient can be done with the cash reserves. For example, could there be an option with better interest rates?</p> <p>QUESTION - Trustee It was mentioned alumni applications are low, what does this mean?</p> <p>ANSWER - Officer The SU receive around 20k from the alumni fund every year which can be applied for by current students. Some student groups have been applying. There is a revised applications</p>

	<p>process which has broadened the reasons for which students can apply. There are hopes that this will increase applications.</p>
<p>8.</p>	<p>Returning Officer and Deputy Returning Officer</p> <p>BP presented a report outlining the proposed appointment of Returning Officer and Deputy Returning Officer for elections (See R3 of the Board Reports).</p> <p>QUESTION - Trustee If an Officer chose to rerun, would this impede on their position as Returning Officer?</p> <p>ANSWER - BP Certain officers are the returning officer for student group or student leader elections. These elections are run at a separate time from officer elections so there will be no conflict of interest.</p> <p>QUESTION – Trustee The paper mentions disadvantages, have any of these come to fruition?</p> <p>ANSWER – BP There are no proven disadvantages, all disadvantages listed are theoretical.</p> <p>The Board <u>unanimously approved</u> the returning officer and deputy returning officer nominations.</p>
<p>9.</p>	<p>SU Officer Top Ten Update</p> <p>The Board received a verbal report and short presentation from Elizabeth Stacey on the officer's top ten for the academic year.</p> <p>QUESTION A valuable presentation for the University to know this information, where has it been presented?</p> <p>ANSWER UEB (University Education Board) which has many senior members of staff from the University.</p> <p>QUESTION This should be seen and acknowledged at the highest level such as University council, will it be going there?</p> <p>ANSWER This will be going to Senet and Council.</p> <p>Comment from trustee: The Top Ten look great but you could be more direct about cost of living. If little was done on the other 9 items but cost of living had significant impact then the student body would really appreciate it.</p> <p>Comment from Trustee: Could the statements be punchier and aim higher? It would also be good to see a KPI associated with each Top Ten item as this will demonstrate the impact being made.</p> <p>KA offered to talk through potential KPIs with officers if they are interested.</p>

	<p>There was a discussion amongst The Board regarding the purpose of the Top Ten list where it was decided that it would be useful to have the Head of Voice come to the next meeting to explain the Top Ten rationale.</p> <p>ACTION – ask Head of Voice to come to next meeting to explain the purpose, rationale and expected outcome of the Top Ten</p>
	<p>Due to a trustee needing to leave, the board agreed to move Item 13 (R7) forward to ensure their comments would be noted.</p>
13.	<p>SU becoming an American Express Merchant <i>Helen McHenry, Head of Finance joins the meeting.</i></p> <p>Head of Finance presents the report on the SU becoming an American Express Merchant (R7).</p> <p>There is a market for American Express at the SU and being a cashless venue can be a barrier for international students.</p> <p>It was noted that 1.6% is a good deal for American Express.</p> <p>There are no practical risks due to being able to cancel at 1 months' notice.</p> <p>The Board of Trustees unanimously approved the recommendation for the SU to become an American Express Merchant.</p>
	<p>Before leaving, Trustee BH noted a couple of comments for consideration of item 12 the Risk Register. Is the organisation happy to be taking this level of risk on? Are any further controls needed relating to risk of serious harm? Are the Controls working as they should?</p> <p><i>BH left the meeting at 10.56</i></p>
	<p><i>Chair proposed a short break 10.57</i></p> <p><i>Meeting restarted 11.10</i></p>
10.	<p>Officer Reports</p> <p>The Board received the Officer Reports (see R4 of the board reports).</p> <p>Comment from a Trustee: Great impression of teamwork across the reports. Noted it would be great to see officers attending FOBRA (Federation of Bath Residents Association). The new Management Building sounds exciting and it would be great to have a trustee tour of this if possible. There was a discussion from the trustees regarding the role of an SU Officer and some advice was provided by the independent trustees regarding time management, utilising University staff and officer visibility.</p>
11.	<p>Operational Matters</p> <p>The Board received a report on area operations (see R5 of The Board reports)</p>

	<p>It was noted not all the reports had the same level of detail.</p> <p>One Trustee highlighted that the format was clear and very readable.</p>
12.	<p>Risk Register</p> <p>The Board received a report on the Risk Register (See R6 of The Board reports). Report was presented by the Governance Administrator.</p> <p>A number of concerns were raised by the trustees including:</p> <ul style="list-style-type: none"> • Is the risk of injury and death too high? • Is staff turnover likelihood too low as that is currently happening? • Is the Chief Exec item likelihood too low as this is happening? • Should health and safety of high risk activities be separated from day to day office operations? • It would be good to clarify if the risk is against an individual member or the organisation <p>The Risk Register was not approved.</p> <p>ACTION: Revised Risk Register to be sent to Board of Trustees for approval via email.</p>
14	<p>Any Other Business</p> <p>Arts Strategy and The Edge.</p> <p>MWG provided an update.</p> <p>There is a University working group on Arts Strategy which is now more student facing. The SU is tasked with looking after certain areas of The Edge. There are several unknowns in managing the Edge including the closed café formally operated by the University and the middle floor of School of Management.</p> <p>Buses – Alex Proving difficult, main concern has been cancellation of 20 and 22 routes. WECA have independently found a alternative provider for the 22 route.</p>
15	<p>SU News/Highlights</p> <p>University of Bath is Times University of the year.</p>
16.	<p>Note of Future Meeting Dates</p> <p>December 15th 2022.</p>

Meeting finished at

Item	Action	Action Owner	Exp Finish
4.2	Ensure previous actions included in future Board of Trustee Reports.	Governance Administrator	Dec 2022
9.	Ask Head of Voice to come to next meeting to explain the purpose, rationale and expected outcome of the Top Ten	Governance Administrator	Dec 2022
12.	Revised Risk Register to be sent to Board of Trustees for approval via email.	Governance Administrator	November 2022