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| **Meeting:** | Board of Trustees | |
| **Location:** | Art Studio | |
| **Date & Time:** | Thursday 15th June 2023 2pm-4.30pm | |
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| **Present:** |  |  |
| *Name* |  | *Role* |
| Alexander Robinson | AR | Chair, SU President |
| Viktor Toshev | VT | Activities Officer |
| Blake Walker | BW | Community Officer |
| Julia Kildyushova | JK | Education Officer |
| Jura Neverauskaite | JN | Postgraduate Officer |
| Elizabeth Stacey | ES | Sport Officer |
| Barry Hughes | BH | Independent Trustee |
| Jordan Kenny | JK | Independent Trustee |
| Marian McNeir | MM | Independent Trustee (from item 11) |
| Rebecca Board | RB | Independent Trustee |
| Anand Aggarwal | AA | Independent Trustee |
| Matthew Houghton | MH | Independent Trustee |
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| **In Attendance:** |  |  |
| *Name* |  | *Role* |
| Beki Self | BS | Secretary to the Board, Senior Administrator Governance |
| Mandy Wilson-Garner | MWG | Interim Chief Executive |
| Ryan Bird | RB | Incoming Chief Executive |
| Jimena Alamo | JA | Incoming SU President |
| David Lam | DL | Incoming Activities Officer |
| Hanna Hazjer | HH | Incoming Community Officer |
| Amber Snary | AS | Incoming Education Officer |
| Abbie Watkins | AW | Incoming Sport Officer |
| Helen McHenry | HM | Head of Finance (For items 7 & 8) |

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| Item |  |
| 1. | **Apologies for absence**  No apologies were received for the meeting. The chair informed the Board that both Marian McNeir and Blake Walker would be joining the meeting later due to other commitments. |
| 2. | **Notice of any other business**  No other business was raised by members of the board. |
| 3. | **Declaration of Conflict of Interest**  No members declared any conflicts of interest. |
| 4. | **Minutes of the Previous Meeting and Matters arising**  *President and Chief Executive to discuss the stance of the SU in terms of potential contractual and organisational structure.*   * This is an ongoing conversation that will link into the strategy but has been completed in the context of the 23/24 budget request.   *For the SU to look into what data we receive from the University and identify how this could be cross referenced to demonstrate the effectiveness of the SU’s activities*   * Action has not been taken on this. Incoming SU President to work with the relevant SU and University staff to evaluate what is achievable.   *Take the question of Arts Offer at the University of Bath to a future SU-University joint Committee.*   * This has been put on the agenda for a future SU-University joint group meeting.   *Secretary to look at how area reports are presented and to look at board management software such as ‘Decisiontime’.*   * Conversations regarding this are underway, licensing and data concerns have been raised by the University. A trustee noted that Sharepoint appears to be working well so that is a viable option going forward.   *Officers (AR and ES) to contact head of council and MP regarding what steps are being taken regarding abuse on social media.*   * Initial contact has been made but this has not progressed. |
| 6. | **Interim Chief Executive Report**  The report is taken as read and the floor is opened for questions.  The Chair extended their thanks to the Interim Chief Executive (MWG) for their ongoing work stepping up during the interim period and for supporting the SU during this time.  QUESTION (Trustee): The 1 year extension to Dartmouth sounds positive, do we know any information about the longer term future of Dartmouth?  ANSWER (MWG): It is uncertain, the Council are reviewing the use of the space including sourcing architects. It is optimistic that the University are keen to remain involved and there could be a potential collaboration with Bath Carnival as they are also in need of space.  QUESTION (Trustee): What will the MoU (Memorandum of Understanding) look like?  ANSWER (MWG): Across the SU sector MoUs vary a lot from more basic outlining the minimum requirements of each partner to far more detailed plans with greater information. The SU Bath are leaning towards a more detailed and thorough MoU.  QUESTION (Trustee): What is the morale and attitude of staff currently?  ANSWER (MWG): Morale has ebbed and flowed throughout the year, particularly impacting by staffing capacity and concerns around commercial income. There is also some ongoing work to manage expectations of what will happen when the new Chief Executive starts, understanding that changes will take time. |
| 7. | **Financial Position**  Head of Finance (HM) joined to answer questions on the Financial position and Finance Policy.  The report was taken as read.  QUESTION (Trustee): To clarify, are commercial operating at a loss or a shortfall against expected income?  ANSWER (HM): In Semester 1 commercial were operating at a loss but good trade in May due to in person exams has just taken us our of the red. |
| 8. | **Finance Policy**  The report and the policy were taken as read.  It was noted the policy has been approved at Finance & Audit Committee.  The Trustees shared their thanks to the Head of Finance, the Finance team and Governance for their work on the Finance Policy.  The Board **APPROVED** the Finance Policy. |
| 9. | **Finance & Audit Terms of Reference**  The report was taken as read.  The Senior Administrator Governance (BS) explained that the terms were largely the same, noting a slight amendment in the number of members of the committee.  The Board APPROVED the new Terms of Reference for Finance & Audit Committee. |
|  | *The board took a short break.*  Marian joins and the meeting resumes. |
| 11. | **Officer Reports**  Reports were taken as read and the officers presented an update of their work over the last 3 months.  The following are questions and comments from trustees during the Officer’s presentation.  Activities Officer  QUESTION (Trustee): How are engagement levels with societies?  ANSWER (VT): Engagement has been going really well with high demand for activities and a healthy central societies budget formed.  QUESTION (Trustee): You mention in your report struggling to engage with sustainability topics, can you go into some more detail about that?  ANSWER (VT): Sustainability has been a new topic to learn coming into the role of Activities Officer. It has been particularly challenging as the student groups have not engaged with the topic but work is already ongoing with the incoming officer to work on avoiding the issues faced this year.  QUESTION (Trustee): Can students book the Edge for student activities?  Answer (VT): Students can for most of the year but currently the demand outweighs the availability. Over summer the University’s conferencing team take control of most of the Edge spaces.  Community Officer  QUESTION (Trustee): Is there any indication the University is less interested than it was in Widening Participation (WP)?  ANSWER (BW): The University are definitely less ambitious regarding WP than they were. The WP Team themselves are brilliant but the wider structures don’t seem as actively engaged. It is also disappointing to see that University Education Board have cut the funding in some bursaries and some are changing the format of support from cash to credit for campus outlets.  QUESTION (Trustee): You mentioned concerns about Faith and Cultural Groups, what does the SU need to do?  ANSWER (BW): Concerns have mostly been raised from the committee members of faith groups and tend to be related to awareness days and what the SU chooses to celebrate. It is hard to be certain tat these groups are getting the appropriate support and are involved in appropriate conversations regarding faith and cultural celebrations. Work needs to be done to clarify where in the SU EDI and Faith groups sit in the SU and which officers and staff are responsible for them.  Education Officer  There were no questions for the Education Officer.  Sport Officer  A trustee shared congratulations on the confirmation of the 3G pitch as this is a topic that has been going on for many years.  A trustee noted the importance of not forgetting that there are students who are here over summer. Both undergraduates staying in Bath but also postgraduates that are still studying.  QUESTION (Trustee): Will the proposed climbing wall be for externals and what is the proposed timeframe?  ANSWER (ES): This is a facility that will be available to externals and the current plan is for the facility to be ready for the 2024/25 academic year.  Postgraduate Officer  QUESTION (Trustee): Great to hear about the work with Ukraine twinned University. Would you be able to share more details about that.  ANSWER (JN): Initially the University donated equipment. Following this, working with Peer Support and the University a 3 week programme of Beginner English and Advanced English Language PAL (Peer assisted learning) was created. It was only 3 weeks due to the University holidays and exam period.  SU President  QUESTION (Trustee): Your report mentions that the SU is currently missing a function for students to enact change on policy. Could you explain what you mean by this?  ANSWER (AR): The current mechanisms do not allow students to directly have a say on SU policy and I believe this is something the SU should be looking into.  A trustee commended the idea of going to the Bath & North East Somerset Council meeting prepared with a question regarding students. Going forward the trustee recommends that approach is followed to ensure that councillors are reminded of students. |
| 12. | **Operational Area Reports**  The Area reports are taken as read and the chair will go through key items flagged by certain area leads.  Activities Report  Item: “Pressure from the University to provide Foundation Year Students at Bath City College an offer through SU groups. These students are not classed as university students and wouldn’t meet our charitable objectives.”  Trustees agreed that unless there is a potential for a new stream of income revenue or a change in the current terms of agreement with the University about what a full member of the SU is and the block grant is adjusted accordingly then it is beyond the capacity and scope of The SU currently.  Advice and Support report:  Item: “Advice has concerns about their longer term capacity and resilience as a team. These concerns have arisen following the increase in demand of services and that the Advice and Support Manager will be leaving for Maternity Leave in September”  Additional context was provided by MWG included that funding for additional triage support has been confirmed and that there has been an increasing change in both the nature and quantity of cases seen by advisors. It was also noted that the University are providing more opportunities to apply for pots of money throughout the year and Advice and Support have been earmarked as a priority by the SU for this going forward.  Trustees noted it is good the area has been prioritised and agree with recommendations that a review of what advice can be provided by the service.  Commercial report  Trustees had concerns about the amount of green on the spreadsheet and felt this was not reflective of current circumstances.  A trustee asked if the external report regarding commercial services could be shared to all Board members.  ACTION MWG to share external report into commercial area with Board members.  Marketing Report  Item: “Working on a prioritisation list for spaces and what needs to be done when and establishing a clear budget.”  It was noted this is entirely reliant on the strategy and budget will be a key factor.  Peer Support report  Trustees felt the peer support report should have its RAG rating reviewed as there are items on hold but green. A trustee noted that the ‘building relationships’ item was green and completed but queried if the idea of building relationships should be more of an ongoing item that cannot necessarily be completed.  Student Voice Report  Item “Marking and Assessment boycott is taking a lot of resource and is a large piece of work but the team are conscious a lot of the work is behind the scenes.”  The trustees agreed this was an issue that needed to be prioritised.  A trustee noted the work on PGT experience seems positive. |
| 13. | **Health & Safety Policy**  The report was taken as read.  The Secretary (BS) noted that this policy has been approved at Finance & Audit Committee and is seeking ratification from the board.  The Board **APPROVED** ratification of the Health & Safety Policy |
| 14. | **Sailing Business Case**  The report was presented by the Sport Officer (ES).  QUESTION: How many members are there of sailing club?  ANSWER (ES): 90 members  A trustee commended the sponsorship deal gained by the society and the hard work they must have put in to get to this stage.  The Board APPROVED the recommendations made in the report. |
| 15. | **Standpoints Report**  The report was taken as read.  The Secretary (BS) explained standpoints are not submitted for approval but for notice as the Board has the power to overturn standpoints if they believe it necessary.  There were no objections to any standpoints. |
| 16. | **SUmmit Terms of Reference amendments**  Report taken as read.  An officer stated they believed the changes were in the right direction but do not feel they will fix the lack of direct student leadership and feedback.  An independent trustee noted they were not very aware of Summit. It is recommended to review how it is promoted highlighting what the point of Summit is.  The Board **APPROVED** the revised SUmmit Terms of Reference. |
|  | **Any other business**  The chair and the board express their thanks to Marian for 6 years of service as a trustee and their contribution to the SU.  The Chair and Board thanked the Officer’s for their contributions this year and wishes them the best on their next adventures. |
|  | **Date and time of future meetings**  Thursday 21st September 10-12.30  Tuesday 12th December 2.00-4.30  Tuesday 26th March 2.00-4.30  Thursday 13th July 2.00-4.30 |
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| **Item** | **Action** | **Action Owner** | **Exp Finish** |
| 12 | MWG to share external report into commercial area with Board members. | MWG | 09/2023 |
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