

<b>Meeting:</b>	Board of Trustees	
<b>Location:</b>	10E 0.08, Claverton Down Campus	
<b>Date &amp; Time:</b>	14.00 – 16.30	
<b>Present:</b>		
<i>Name</i>		<i>Role</i>
Jimena Alamo	JA	Chair – SU President
Hanna Hajzer	HH	Community Officer
David Lam	DL	Activities Officer
Amber Snary	AS	Education Officer
Abbie Watkin	AW	Sport Officer
Rebecca Board	RBo	Vice-Chair – Independent Trustee
Matt Houghton	MH	Independent Trustee
Jordan Kenny	JK	Independent Trustee
Bernie Morley	BM	Independent Trustee
<b>In Attendance:</b>		
<i>Name</i>		<i>Role</i>
Ryan Bird	RBi	Chief Executive
Charlie Slack	CS	Minuting – Head of Student Voice & Engagement
Christine Gibbons	CG	Incoming trustee – to join formally once incorporation is complete

Item											
1.1.	<p><b>Apologies for absence</b></p> <table border="1"> <thead> <tr> <th>Name</th> <th>Reason</th> </tr> </thead> <tbody> <tr> <td>Anand Aggarwal</td> <td>Illness</td> </tr> <tr> <td>Barry Hughes</td> <td>Personal Commitments</td> </tr> <tr> <td>Jura Neverauskaite</td> <td>Illness</td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	Name	Reason	Anand Aggarwal	Illness	Barry Hughes	Personal Commitments	Jura Neverauskaite	Illness		
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	<p><b>To note</b></p> <p>Helen McHenry has joined for annual accounts, incorporation and SU Financial position as BH has sent apologies. For ease, it was suggested 3.2 SU Financial position was moved to after 2.1. This creates the following order:</p> <ul style="list-style-type: none"> <li>• 2.1 Annual Accounts</li> <li>• 3.2 SU Financial Position</li> <li>• 2.2 Incorporation Update</li> </ul>										
1.2.	<p><b>Declaration of Conflicts of Interest</b></p> <p>Christine Gibbons extended their thanks for inviting them to the meeting and clarified they are not yet a trustee until incorporation is completed.</p> <p>No Trustees noted any conflict of interest for this meeting.</p>										

1.3.	<p><b>Minutes of the Previous Meeting</b></p> <p>Christine requested the minutes be amended to reflect that she is approved but not joining as a trustee until post incorporation.</p> <p><b>ACTION: Beki Self to amend minutes to make this clearer.</b></p> <p>Minutes of the previous meeting were approved subject to noted change being made.</p>
1.4.	<p>Matters Arising from the Previous Meeting</p> <p><i>“Head of Finance to look into whether there are any gaps in our current employment cover for areas such as bar staff. Alongside volume and type of cover should also be reviewed.”</i></p> <ul style="list-style-type: none"> <li>- Head of Finance HM: Explained that as all staff are employed by the University so employers insurance is not a problem for us. It was confirmed that there were no gaps for volunteers in terms of insurance. Post incorporation this will be reviewed.</li> </ul> <p><i>“how the top level work undertaken by the SU on topics such as the Cost of Living can be communicated with students”</i></p> <ul style="list-style-type: none"> <li>- This is an ongoing action. This can be marked as complete as it is in progress. Marketing is working with the Officers on the Top Ten.</li> <li>- ACTION: <b>To share Officer reports to Council on Top Ten with Trustees.</b></li> </ul> <p><i>“how can we be student led?”</i></p> <ul style="list-style-type: none"> <li>- This will be discussed in item 2.4. Strategic Discussion</li> </ul>
1.5.	<p><b>Notice of Any Other Business</b></p> <p>There were no notices of any other business.</p>
2.1	<p><b>Annual Accounts</b></p> <p>Presented by the Head of Finance, Helen McHenry (HM). The Annual Accounts were presented at the November Finance &amp; Audit Committee.</p> <p>Audit Findings Report: Board members were recently invited to a presentation of the Audit Findings. The SU received a good audit report with no outstanding issues. One medium risk was identified but this related to a University process. Overall, the SU are very pleased with the outcome.</p>
2.2.	<p><b>Incorporation Update</b></p> <p>The Incorporation Update was presented by Chief Executive, Ryan Bird (Rbi) with comment from Head of Finance Helen McHenry (HM).</p> <p>The company aspect of the new organisation has now been set up. The application for the Charity Commission is now in and regularly being chased. There is an indication there should be an outcome from the Charity Commission by the end of next week which will be tight for the deadlines but should be straight forward.</p> <p>The SU is still aiming for a 31<sup>st</sup> January transfer date although on 20<sup>th</sup> December a call will be made on if this is possible.</p> <p><b>ACTION: Beki to contact trustees about availability in January to ensure swift turnaround times.</b></p>

	<p>The Trustees thanked Helen and the Finance team for their work on incorporation and the Audit.</p>
<p>2.3.</p>	<p><b>Memorandum of Understanding (MoU)</b></p> <p>This item was presented by Chief Executive, Ryan Bird (RBi).</p> <p>It was noted this is an early draft of the MoU. The SU-University joint executive group have received the draft and are broadly happy. Trustees are asked to provide feedback in the meeting or outside the meeting via email. It was noted that Bristol and Cardiff both have similar documents.</p> <p>A trustee noted that the proposed Service Level Agreements (SLAs) appear to cover key areas such as HR and estates. There is a thought this may need to be more specific about what the SU provides and what the University provides in terms of services such as Peer Support. A trustee noted they would like to see the SLAs for the SU.</p> <p>RBi noted that too much details may create a risk of never being ‘finished’. The aim is to have a high-level piece and then detail underneath.</p> <p>Work on estates and IT will be interesting as nothing was previously written down but will become more important with incorporation.</p> <p>It was noted some areas such as Student Voice are running ahead with area level MoUs and this will need to be joined up.</p> <p>A trustee asked id the items should be in priority order, specifically referencing section 2c and 2b. RB to ask the University their perspective on this.</p> <p>A trustee asked if there will be review dates for the MoU. RBi – Yes, a set review period would be helpful.</p> <p>The aim is to have an agreed MoU next semester. A final version will be circulated to the trustees prior to agreement.</p> <p>A trustee noted that after incorporation, it may be difficult for the President to be the chair of the Board and may make sense to have an independent trustee as chair. RBi – who is chair does vary across the sector and may be good to look at. Nothing will change immediately with incorporation. CG – highlighted that many charities do have an independently elected chair and as officers are elected by membership this does serve a similar purpose.</p>
<p>2.4.</p>	<p><b>Strategic Discussion</b></p> <p>This item was presented by Chief Executive Ryan Bird (RBi)</p> <p>RBi outlined the strategic planning approach and timeline. At March Board a near final strategy to be agreed to allow for this to be considered in annual planning, officer induction and similar. RBi outlined the strategic themes and the enabling strategies that underpinned them, providing organisational stability and operating model capacity and efficiency.</p> <p>The meeting split into groups for further discussion. Key points included:</p> <ul style="list-style-type: none"> <li>• Leadership development</li> <li>• Student culture</li> </ul>

	<ul style="list-style-type: none"> <li>• Research, research involvement and Doctoral student experience</li> <li>• Supporting students</li> <li>• Reward and recognition</li> <li>• Health and wellbeing</li> <li>• How will we measure success?</li> </ul>
3.1.	<p><b>Operational Report</b></p> <p>This item was presented by Chief Executive Ryan Bird (RBi).</p> <p>It was explained that a new approach with a combined report has been undertaken and feedback from the trustees is welcome.</p> <p>Trustees noted the report is helpful, relatively brief and easier to read.</p> <p>It was noted it would be helpful to include an executive summary at the end. Potentially this could include 3 items for the trustees to consider.</p> <p>A trustee noted the points made in the student voice section about the perception that University roles within departments were impacting the effectiveness of SU reps.</p> <ul style="list-style-type: none"> <li>- CS noted that there is an ongoing project looking at paid roles within professional services and how they intersect with volunteer representative roles.</li> </ul> <p>A trustee asked about the ability to undertake volunteer roles if struggling financially.</p> <ul style="list-style-type: none"> <li>- CS talked about the challenges of the Cost of Living Crisis, how this impacts participation and considerations when attempting to balance the issues related to employing representatives and ensuring financial barriers are minimised.</li> </ul> <p>A trustee notes 3B mentions fundraising being successful. What has caused the change in trend and are there implications for capacity?</p> <ul style="list-style-type: none"> <li>- DL explained there has been a new staff member that has been instrumental in the success of RAG (Raise and Give) this year, alongside a very active committee. DL noted they didn't feel additional capacity was currently needed.</li> </ul>
3.2.	<p><b>Financial Position</b></p> <p>This item was presented by the Head of Finance, Helen McHenry (HM).</p> <p>The first quarter accounts show a solid start to the year with improvement from this time last year. Freshers resulted in a loss but nonbar commercial including freshers fair and advertising have been doing well. Salary vacancies have also meant additional savings.</p> <p>A trustee highlighted concerns about a deficit budget. They acknowledged the SU has healthy reserves but a continued deficit budget is not sustainable.</p> <p>RBi noted that student are using SU spaces but spend is down so we do need to provide the space but cannot rely on licensed trade. It was highlighted this is a constantly changing environment so is under constant review.</p> <p>A trustee highlighted that an underlying theme across the sector is cost savings, how is this impacting the SU? HM noted that core costs have already been stripped down and the only way to make an effective saving would be with a staff restructure.</p>
3.3.	<p><b>Officer Reports</b></p> <p>Officers highlighted key points from their reports.</p>

	<p>It was noted the Activities officer report included was incorrect. <b>ACTION: Beki to amend the report included.</b></p> <p>A trustee asked the need for sports to undertake 'quash that rumour'. Abbie outlined there have been challenges in clubs understanding BUCs and funding for clubs and this was an option to address that.</p> <p>A trustee noted that the University has over recruited this year and Bath Spa has recruited well meaning there will be a significant issue in students being able to access affordable housing. Jimena reported on her housing top ten, the University are committing to writing a civil housing strategy to address the issue. It's known this will not resolve the issue, but it is a positive step.</p> <p>Trustees requested that the report from Jura is sent when she returns rather than receiving two reports at the next meeting.</p>
3.4.	<p><b>CEO Objectives</b></p> <p>Three month review has taken place and new objectives have been provided. The Board were asked for feedback.</p> <p>A trustee noted the operational objectives are very useful.</p>
	<p><b>Any other business</b></p> <p>No other business was raised.</p>
	<p><b>Date and time of future meetings</b></p> <p>ACTION: Beki to contact trustees to see if the proposed March date is practical due to the Easter holidays</p>

Item	Action	Action Owner	Exp Finish
1.3	ACTION: Beki Self to amend minutes to make Christine's appointment commencing post incorporation clearer.	BS	03/24
1.4	To share Officer reports to Council on Top Ten with Trustees	JA/BS	03/24
2.2	Beki to contact trustees about availability in January to ensure swift turnaround times.	BS	01/24
3.3	Beki to correct version of Activities report included	BS	03/24