

Meeting:	Board of Trustees	
Location:	Council Chambers, Wessex House, Claverton Down Campus	
Date & Time:	21.09.2023	
Present:		
<i>Name</i>		<i>Role</i>
Jimena Alamo	JA	Chair – SU President
Jordan Kenny (Via Teams)	JK	Vice-Chair – Independent Trustee
Hanna Hajzer	HH	Community Officer
Jura Neverauskaite	JN	Postgraduate Officer
Amber Snary	AS	Education Officer
Abbie Watkin	AW	Sport Officer
Rebecca Board	RBo	Independent Trustee
Anand Aggarwal	AA	Independent Trustee
In Attendance:		
<i>Name</i>		<i>Role</i>
Ryan Bird	RBi	Chief Executive
Beki Self	BS	Secretary – Senior Administrator Governance

Item											
1	Administration										
1.1.	<p>Apologies for absence</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Reason</th> </tr> </thead> <tbody> <tr> <td>Bernie</td> <td>Conflict</td> </tr> <tr> <td>Barry Hughes</td> <td>Work Commitment</td> </tr> <tr> <td>Matthew Houghton</td> <td>Illness</td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	Name	Reason	Bernie	Conflict	Barry Hughes	Work Commitment	Matthew Houghton	Illness		
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1.2.	<p>Declaration of Conflicts of Interest</p> <p>No declarations of conflicts of interest.</p>										
1.3.	<p>Minutes of Previous Meeting</p> <p>The minutes of the previous meeting were approved.</p>										
1.4	<p>Matters arising</p> <p>“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.”</p> <ul style="list-style-type: none"> - This still needs to be checked with Head of Finance. <p>“MWG to share external report into commercial area with Board members.”</p> <ul style="list-style-type: none"> - This has been shared. 										
1.5	<p>Notice of any other business</p> <p>There was no notice of any other business.</p>										

2.	<p>Committees and Papers</p>
2.1.	<p>Officer Top Ten</p> <p>The Officer Top Ten has been positively received by the University although they did flag concern that sustainability was not on the top ten.</p> <p>QUESTION: is the international student move in planned for this year or next year? ANSWER: JN and HH noted that this would be next academic year. It was mentioned they looked into it for this academic year but due to contract lengths already being set, this was not viable.</p> <p>A trustee noted they were surprised to not see anything on the cost of living. Officers noted the University is continuing to do a lot of work around the cost of living and this is part of other top ten strands such as the housing strategy and transport.</p> <p>ACTION: RB to raise with marketing about how the top level work undertaken by the SU on topics such as the Cost of Living can be communicated with students</p>
2.2.	<p>Officer Reports</p> <p>Officer reports were presented by JN.</p> <p>It was noted an effort has been made to make the reports more concise and the SU staff and officers would be happy to receive feedback on changes.</p> <p>QUESTION: It is noted that 200 students were without housing. What is the long term status of this? ANSWER: It is the SU's understanding this has been resolved for this year. It appears to have been an over recruitment issue rather than an issue of capacity but it will be important to monitor in the future.</p> <p>QUESTION: Will the new starter for PG voice be in place in time for the new term? ANSWER: So the role has been recruited for and the candidate pool was very good. It is hoped they will start on 12th October, so they may miss some items but will be in place for the start of term.</p> <p>Marking and Assessment Boycott update from AS.</p> <ul style="list-style-type: none"> - The boycott has officially ended. - UG finalists were contacted this month and informed they were a priority for marking. - UCU have voted to not undertake 5 days of action in September
2.3.	<p>Area Reports</p> <p>The area reports are now a high level summary and SU staff would welcome feedback form the trustees.</p> <p>A trustee asked if there were any changes to the current aims and objectives of areas? ANSWER: RB noted there were no major changes, the focus was on allowing continued delivery of services. From next year Planning and strategy will be more aligned.</p> <p>QUESTION: If Activities are making a profit from kits, is there a balance between profit making and benefitting students? ANSWER: AW – The profit made from unused kit and equipment goes directly back to student groups.</p>

2.4.	<p>External speakers annual report</p> <p>The report was taken as read and presented by BS.</p> <p>It was noted this is an increasing area of work but until further guidance comes out about new legislation it will be hard to prepare for.</p> <p>No questions from trustees.</p>
2.5.	<p>Returning Officer Appointment</p> <p>There were no comments on this report.</p>
2.6.	<p>Risk register</p> <p>The risk register was presented by BS and noted this has been approved at Finance & Audit Committee (F&AC).</p> <p>QUESTION: Is there any potential impact from the current RAC Concrete in the news? ANSWER: RBi – There is currently no sign that buildings on campus are impacted by this and certainly not SU buildings. The University is undergoing a survey so F&AC will be updated when the SU knows more.</p> <p>The Board of Trustees approved the Risk register.</p>
3.	<p>Main Items</p>
3.1.	<p>Chief Executive Report</p> <p>The Chief Executive Report was presented by RB.</p> <p>It was noted there needs to be a more strategic use of the Board and noted the plan for more discussion focused items to be the focus of future Board meetings.</p> <p>QUESTION: Last year there was an impression that there was a capacity issue for SU staff, how is this being managed? ANSWER: RB – longer term this will need to be through a clear strategy and prioritisation. There has been a notable capacity increase now there is a Chief Executive as staff are no longer acting up and fulfilling multiple roles.</p> <p>A trustee noted it was good to get a sense of things looking largely positive.</p> <p>QUESTION: What is the lingering item on the to do list, what is keeping you up at night ad how can the trustees help? ANSWER: RB – Funding is the main concern. The current model is not sustainable and the SU are already talking with the University about how we can make a financially sustainable budget. Over the next 6-7 months the aim is to have a clear plan going forward with funding.</p> <p>RB noted a continuous question they are facing is ‘What does it mean to be student led?’</p> <p><u>ACTION</u> future agenda item – how can we be student led?</p> <p>Student trustee Anand noted they are happy to feed into this conversation.</p>

3.2	<p>SU Financial Position</p> <p>RB noted the top level highlights of the Financial Position which went to Finance & Audit Committee.</p> <p>There were no questions from Trustees.</p>
3.3.	<p>Strategy timeline</p> <p>The strategy timeline was presented by RB.</p> <p>The key highlights are:</p> <ul style="list-style-type: none"> - The proposed timeline is ambitious but achievable - The aim is to have a near finished strategy to allow area planning to take it into account for the next academic year. - It was noted that some areas may need to be prioritised in terms of implementation - Trustees liked the focus on digital communication and data. - The strategy will be reviewed annually to allow flexibility <p>A trustee noted it would be good to consider a very top-level long-term strategy (10 years) to prepare for the longer term.</p> <p>A trustee raised that HR appears to be a barrier for the SU. How will this be accounted for? ANSWER: RBi – This is something being looked at with University HR including longer term considerations of should some HR processes be brought in house?</p> <p>The Board of Trustees approved the timeline.</p>
3.4	<p>Articles of Governance – Incorporation 11.10-11.30</p> <p>RBi presented the next item, approval of the proposed articles of governance.</p> <p>It was explained that once the articles are approved by Board and the University, an application can be made to the charity commission.</p> <p>A discussion took place around is there should be an All student meeting. It was agreed the all student meeting provision can stay if some more flexible terminology is used.</p> <p>The rest of the Articles were approved without amendment</p>
3.5.	<p>Referenda</p> <p>Two referenda were presented by JA.</p> <p>It was noted that having two referenda at the same time should help boost turnout.</p> <p>Wording for NUS referenda – approved Wording for UCU referenda – approved Timeline for referenda – approved</p>

4.	Close
4.1.	<p>Appointments</p> <p>Independent trustees appointment</p> <p>The Board approved Christine to join as an independent trustee once incorporation has concluded.</p> <p>Vice Chair appointment</p> <p>QUESTION: A trustee asked why Jordan has chosen to stand down ANSWER: Jordan noted after 3 years it would be good for someone else to have the opportunity and due to the matters surrounding chief executive recruitment, there was a significant amount of work involved.</p> <p>The Board approved Rebecca Board as the Vice-Chair.</p>
4.2.	<p>Any other business</p> <p>N/A</p>
4.3.	<p>Date and time of future meetings</p> <p>Tuesday 12th 2-4.30.</p>

Item	Action	Action Owner	Exp Finish
1.4.	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.”	HM	12/2023
2.1.	RB to raise with marketing about how the top level work undertaken by the SU on topics such as the Cost of Living can be communicated with students	RB	12/2023
3.1.	Future agenda item – how can we be student led?	RB/BS	06/2024