

Meeting:	<b>Board of Trustees</b>		
Location:	<b>Microsoft Teams Meeting</b>		
Date & Time:	<b>Thursday 9<sup>th</sup> December 2021 at 9.30am</b>		
<b>Present:</b>			
Annie Willingham	President ( <i>Chair</i> )		
Jacob Withington	Education Officer		
Siddharth Singh	Postgraduate Officer		
Elizabeth Stacey	Sport Officer		
Zoe Paumelle	Activities Officer		
Meg Crossman	Community Officer		
Kate Aldridge	Independent Trustee		
Jordan Kenny	Independent Trustee ( <i>Present for items 5 onwards</i> )		
Alexander Robinson	Independent Trustee ( <i>Present for items 5 onwards</i> )		
Valerie Copenhagen	Independent Trustee		
Barry Hughes	Independent Trustee ( <i>Present for items 6 onwards</i> )		
<b>In attendance:</b>			
Gregory Noakes	Governance & Executive Support Manager ( <i>Secretary</i> )		
Mandy Wilson-Garner	Deputy Chief Executive		
Helen McHenry	Head of Finance ( <i>Present for items 1-5</i> )		
Amy Young	Engagement & Insights Manager ( <i>Present for item 6</i> )		
Item			
1.	<b>Apologies for absence</b>		
	<b>Name</b>	<b>Reason</b>	<b>Accepted</b>
	Nicky Passmore	Sick leave	Yes
	Marian McNeir	Internet issues	Yes
	<p>The Chair reported that both Barry Hughes and Jordan Kenny would be joining the meeting late as due to recent covid-19 announcements there was some urgent work they needed to see to.</p> <p>The Chair also reported that with the continued absence of the Chief Executive the Deputy Chief Executive was now acting up in their place. There were a number of priorities that had not been progressed in their absence which the Chair would now be discussing with the Deputy Chief Executive. The Board thanked the Deputy Chief Executive and offered to support them in any way they could.</p>		
2.	<b>Notice of any other business</b>		
	No items were identified for discussion under any other business.		
3.	<b>Declaration of conflict of interest</b>		
	No one had any conflicts of interests to declare in any items on the agenda.		
4.	<b>Minutes of the previous meeting and actions arising</b>		
	The Board approved the previous minutes subject to the following amendments:		
	<b>P1 Date &amp; Time:</b> <i>'Thursday 17 June 2021 at 9.30am'</i> should read <i>'Thursday 9th September 2021 at 9.30am'</i>		

	<p><b>P10 Agenda item 10 Top Ten: ‘Self-harm reduction’ should read ‘drug harm reduction’</b></p> <p>The Board noted the actions arising from the previous meeting.</p> <p>A Trustee suggested that the student trustee recruitment plan be amended so that ‘<i>knowledge of the role of the Board and how this differs to the role of the senior management team</i>’ be changed to ‘<i>ability to learn the role of the Board and how this differs to the role of the senior management team</i>’</p> <p><b>ACTION: Governance &amp; Executive Support Manager to amend student trustee recruitment criteria.</b></p> <p>The Governance &amp; Executive Support Manager noted that Alexander Robinson role on the Board would end next December. It was likely that recruitment to fill Alexander Robinson role would be carried out early next autumn ahead of their last Board meeting.</p>
<p>5.</p> <p>5.1.</p> <p>5.2.</p> <p>5.3.</p>	<p><b>Finance &amp; Audit</b></p> <p><i>(Both Jordan Kenny and Alexander Robinson joined the meeting at this point)</i></p> <p><b>Trustees’ Annual Report and Audited Accounts</b></p> <p>The Board received the Trustees’ annual report and audited accounts for the year ending 31<sup>st</sup> July 2021.</p> <p><b>Audit Report and Recommendations</b></p> <p>The Board received the audit report and recommendations.</p> <p>The Head of Finance explained that with new auditors appointed this year there had been more work for this audit. However, they had been very pleased with the service provided and felt their previous appointment had been justified.</p> <p>In terms of the audit the auditors had given The SU a clean report which with the sudden changes brought about by covid-19 and staff shortages on the finance team was very good.</p> <p>The Head of Finance explained the recommendations that had been included within the audit report and how these would be addressed going forward.</p> <p><b>QUESTION:</b> A Trustee asked if there was any support that the Head of Finance needed from the Board.</p> <p><b>ANSWER:</b> The Head of Finance reported that the Finance manager had left and that they were a little worried about the interim period. They were trying to ensure they had mitigations recorded to cover this period that they could then provide to auditors next year. In addition to this they were getting an ex-finance director to carry out some work for them around finance policy.</p> <p>The Board expressed an interest in being informed of the outcome of the Finance manager interview process.</p> <p><b>Management Accounts</b></p> <p>The Board received a report on management accounts (<i>see R1 of the Board reports</i>).</p>

5.4.	<p>The Head of Finance reported that there had been a strong start to the year from high level commercial income and savings made from staff vacancies. However, they explained that they did not expect the high level commercial income to be sustainable with signs already showing of slowdown in particular with lower income being detected for Saturday nights.</p> <p><b>QUESTION:</b> A Trustee asked about if the change in commercial income would trigger any of the previous financial scenarios planned for.  <b>ANSWER:</b> The Head of Finance reported that they were confident that The SU was still on track for scenario one and that there were enough reserves still remaining to cover any short term interruptions resulting from new Covid measures. However, they did not think another lockdown was likely.</p> <p><b>Capital Expenditure</b></p> <p>The Board received a report recommending using the reserves for a capital expenditure (see R2 of the Board reports).</p> <p>The Head of Finance explained that this expenditure was needed as the club lights were now starting to fail. This was the only big financial commitment now expected for this year and they were confident that there was enough reserves to cover this and still cover any additional issues that might arise from Covid.</p> <p>The Board approved the use of the reserves to cover this capital expenditure.</p> <p><b><i>(The Head of Finance left the meeting at this point).</i></b></p>
6.	<p><b>Strategy &amp; Performance</b></p> <p><b><i>(The Engagement &amp; Insights Manager joined the meeting at this point).</i></b></p> <p>The Board received a report on strategy &amp; performance (see R3 of the Board reports).</p> <p>The Engagement &amp; Insights Manager explained the report to the Board and how the data is collected to report on the strategy's KPIs. They noted that in particular the three KPIs relating to students had all increased this year as would be expected coming out of Covid.</p> <p><b>QUESTION:</b> A Trustee asked how are these KPIs embedded into The SU work and plans.  <b>ANSWER:</b> The Engagement &amp; Insights Manager explained the results are shared with different teams across The SU to help shape their work and plans for improvements.</p> <p><b>QUESTION:</b> A Trustee asked what progress had been made with regards to relooking at KPIs.  <b>ANSWER:</b> The Deputy Chief Executive explained that they will be looking at this next week along with reviewing progress made against the strategic programmes. As part of this they will also be relooking at the questions used to identify if student are understanding what they are answering.</p> <p><b>QUESTION:</b> A Trustee asked if there was a process for reporting back to students.  <b>ANSWER:</b> The Engagement &amp; Insights Manager explained that this was one area that The SU knows it needs to improve on. They had recently created a new webpage to feedback to students on the result of surveys.</p> <p><b><i>(Barry Hughes joined the meeting at this point).</i></b></p>
7.	<b>Policies</b>

	<p>The Board received a report on progress made on the development of core policies (<i>see R4 of the Board reports</i>).</p> <p>The Governance &amp; Executive Support Manager gave a brief overview of their report.</p> <p>They then raised a recent issue that had come to their attention in relation to student group governance. Currently there existed no process to remove a student group committee member from their position if they were not doing their work or abusing their position for their own gain. They recommended that this issue could potentially be easily solved by including a misconduct to the student member disciplinary policy to cover this.</p> <p>The Board discussed and agreed that this was a good idea but that care needed to be taken to clearly define this misconduct so as to ensure it does not become abused.</p> <p><b>ACTION: Officers to agree new misconduct wording and circulate to the Board for approval.</b></p>
<p>8.</p> <p>8.1.</p> <p>8.2.</p>	<p><b>Operational Matters</b></p> <p><b>Officers</b></p> <p>The Board received a report from Officers on their work (<i>see R5 of the Board reports</i>).</p> <p>The Chair explained the new structure for the Officer reports. The Board gave positive feedback on the new report template. A suggestion was made that there should be cover page rag rating all manifestos indicating where each Officer felt they were on these so that the Board could offer support where needed. Another suggestions was that the Officer should re-add the section from the old reports around flagging issues to the Board.</p> <p>The Board received a verbal update from the Officers on the bits they would like to highlight from their reports.</p> <p>The Activities Officer noted and explained the responsible future which the University had signed up to. Having checked through the scheme The SU had reassured themselves that most of the work would be on the University side. However they wanted to make the Board aware so that they can support this.</p> <p><b>(Barry Hughes left the meeting at this point).</b></p> <p><b>Summit</b></p> <p>The Board received a report on the standpoints approved by Summit (<i>see R6 of the Board reports</i>).</p> <p>The Chair reported that first Summit meeting had been really positive and engaging.</p> <p>A Trustee expressed that this model is really good and cutting edge for the student union sector. The key going forward will be ensuring that standpoints remain relevant and manageable.</p> <p><b>QUESTION:</b> A Trustee asked how would the standpoints be used.  <b>ANSWER:</b> The Chair explained that this first Summit meeting had served as a test run and they expected the number of standpoints submitted in the future to be less.</p>

8.3.	<p>A Trustee suggested that for next time it would be really good for the report to include what happens next now that the standpoint has been passed. One Officer noted that having a standpoint in place had allowed them to push the University into taking action on an issue.</p> <p><b>Area Operations</b></p> <p>The Board received a report on area operations (<i>see R7 of the Board reports</i>).</p> <p><b>QUESTION:</b> A Trustee asked the Deputy Chief Executive if there was anything they would like to flag from the reports.  <b>ANSWER:</b> The Deputy Chief Executive explained that increasing numbers in Dartmouth was vital as they were keen to show the University that this was a valuable space so they would renew the lease again in future. They also noted the impact that covid had had on student group committees as many of the current groups had not had a committee to learn from last year.</p> <p><b>QUESTION:</b> A Trustee asked about the progress that had been put on hold on certain projects within the various actions plans.  <b>ANSWER:</b> The Deputy Chief Executive explained that after Christmas teams would begin to relook at these in order reassess their priority. They noted that this time of the year is the busiest for The SU.</p> <p>A Trustee suggested that similar to the Officer reports it would be useful to use a rag rating along with re-adding the section from the old reports allowing for issues or good news to be flagged to the Board.</p> <p><b>ACTION: Officer and Area reports to be amended to include a rag rating for progress and a section for raising concerns/issues. Standpoints report to report on actions following it being passed.</b></p>		
9.	<p><b>Any other business</b></p> <p>No items had been identified for discussion under any other business.</p>		
10.	<p><b>To confirm the date and time of future meetings</b></p> <p>The Board noted and confirmed the following meeting dates:</p> <ul style="list-style-type: none"> <li>• Thursday 31st March 2022 9.30am</li> <li>• Thursday 16th June 2022 9.30am</li> </ul> <p><b>Thank you</b></p> <p>The Chair thanked the Board for all the support they had given The SU during the Chief Executive's absence.</p> <p>The Board formally thanked the Deputy Chief Executive for all the work that they were doing in the Chief Executive's absence.</p> <p>The Board formally thanked the Governance &amp; Executive Support Manager for all the help and support that they had given during their time with The SU.</p>		
The meeting ended at 11.30am			
<b>Item</b>	<b>Action</b>	<b>Action Owner</b>	<b>Exp Finish</b>

4	To amend student trustee recruitment criteria.	Governance & Executive Support Manager	Mar-22
7	To agree new misconduct wording and circulate to the Board for approval.	Officers	Mar-22
8	Officer and Area reports to be amended to include a rag rating for progress and a section for raising concerns/issues. Standpoints report to report on actions following it being passed.	Relevant staff	Mar-22