

## 01 Board of the Trustees

22/10/2014

**Action**

### **1 Attendance**

#### **1.1 Members Present**

Ola Adetola (Officer trustee), James Barlow (External trustee), Megan Bennett (Officer trustee), Aisha D'Souza (Officer trustee), Aisha Gaido (Student trustee), Sarah Haider (Officer trustee), Paul McHugh (External trustee), Janice Maclean (External trustee), Evalyn Oloo (Student trustee), Daryl Sharpe (Chair - Officer trustee), Claire Sharples (External trustee), Kathleen Vanderpuye (Student trustee)

#### **In Attendance**

Louise Bryant (Course Rep Co-ordinator), Linda Collett (Minute taker), Jo Harbrow (Student Experience Manager – Activities), Debbie Paradise (Advice Service Manager), Gill Thompson (Chief Executive)

#### **1.2 Apologies**

None

#### **1.3 Absent**

Gail Cottage (Student trustee)

#### **1.4 Declaration of interest**

None

### **2 Acceptance of previous minutes**

#### **2.1 Accuracy**

The previous Minutes were accepted as a true record and were signed by the chair.

#### **2.2 Matters Arising**

67.2 – Student newspaper – It was noted that the Guardian newspaper had produced an article about the production of a student newspaper. Members of the Board felt that a free-speaking student newspaper was very important and requested that officers pursue this. Officers confirmed that a group of students had expressed an interest in being involved and agreed to follow this up.

71 – Officers' reports – There was no update from DS regarding the scheme in association with the University of Columbia.

EGM – The minutes from the EGM were agreed.

**Officers**

### **3 Departmental annual reports**

#### **3.1 Advice Service**

DPa presented the report and took questions from the Board. It was noted that the Advice Quality Standard had been awarded for the fourth time and the Board extended thanks and congratulations to the team.

#### **3.2 Representation**

LB presented the report and took questions from the Board. The Board extended thanks and congratulations to the team.

#### **3.3 Student Opportunities**

JH presented her report and took questions from the Board. It was noted that the department had achieved the Investing in Volunteers award and the Board extended thanks and congratulations to the team.

JH confirmed that the SU was currently in negotiation with the University and Active Anglia on how to take forward the Sports Ball but confirmed that it would continue to run in partnership with Active Anglia.

#### 4 **Chief Executive's report**

GT presented her report.

##### 1. Welcome/Freshers/Graduation

A new stand had been used at the Freshers' fairs which had showcased the SU. This had proved very successful and would be taken forward for next year.

Officers' meet-ups and hang-outs and the International orientation had proved very successful and the whole freshers' brand had proved to be really strong.

It was suggested that the site of the freshers' fair in Chelmsford had not been as prominent as in previous years but it was acknowledged that the increase in space had been necessary. It was agreed to liaise with the University about improved signage for next year.

##### 2. Recruitment – External trustee

JB agreed to sit on the recruitment panel. GT will arrange for the Appointments Committee to be convened and DS will arrange for two Reps to attend.

GT  
DS

##### 4. Cambridge campus works

Following discussions regarding the demolition of the Bryant Building, it was noted that space had been found for Judo in Compass House but that nothing had been found to replace the Dance Studio. The matter had been raised with the Director of Finance and was to be raised by the President at her next meeting with the Vice Chancellor.

##### 5. Restructuring of management team

GT explained the rationale for the restructuring, which had been approved by Staffing Committee. A revised organisational chart would be circulated in due course.

The CEO report was **RECEIVED** and **NOTED**.

#### 5 **FINANCIAL REPORT**

GT presented the 2013-14 year-end report. The Director of Finance had indicated that he was impressed by the firm foundation that had been laid and the caution that had been exercised. Discussions were taking place about the use of the reserves and about the plan for the forthcoming year.

GT went on to present the management accounts to 30 September. The Director of Finance had suggested that the accounts be supplied in a different format and had asked the finance department to do so, which should resolve the phasing issues which had been experienced previously. GT to advise JB when the new format was available.

GT

It was noted that the latest cash flow figures were not currently available but that there were no concerns as the cash carried forward from the previous year had been confirmed.

The financial report was **RECEIVED** and **NOTED**.

## **6 OFFICERS' REPORTS**

Officers presented their reports and took questions from the Board.

It was confirmed that all students in Cambridge who had been involved in the Railyard issue were now in appropriate accommodation. The Board noted that the officer team had reacted very well during the emergency and suggested that students should be compensated for the inconvenience. It was suggested that the University be approached to establish what compensation might be sought from the contractors. DS confirmed that a full report which would request a response, would be prepared and circulated to students, senior management and the Vice Chancellor.

**DS**

The officers went on to present the team and individual one page plans and explained that these were working documents

The report and plans were **RECEIVED** and **NOTED**.

## **7 Student trustee feedback**

EO noted that she was still learning about the organisation and was currently working with the Volunteering team on the Volunteering Day.

KV offered her assistance for the International Festival.

AG noted that she was enjoying working as a student trustee and praised the work of the officer team. She also registered her interest in RAG and in being involved in an Ebola campaign.

## **8 Update on CEO appointment**

PMcH reported that the position had been offered to one of the candidates and that final negotiations on the package were currently taking place. Thanks were extended to JM and the interview panel.

## **9 Risk register**

It was noted that this item came to the Board twice per year as part of the cycle of business.

It was noted that the Girls on Tour policy was not current but that it would be taken to the first Union Council meeting in November. In the meantime it would be marked as lapsed on the risk register.

**GT**

A note would also be made under C3 and D1 about the effect of the reserves.

**GT**

The risk register was **APPROVED**.

## **10 Articles of Association – proposed amendment**

It was explained that the proposal was to remove Article 6 – job descriptions for

executive team – and to make it a bye-law. In the current format any changes to job descriptions have to be approved by the Board of Governors which was quite prohibitive as the job descriptions continually evolve and change. GT explained that a special resolution was needed for the amendment to be voted on by Union Council and that she had sought advice from Companies House and the solicitors for the appropriate wording. She would also be meeting with the University Secretary and Clerk to explain the reasoning behind the amendment prior to the Board of Governors' meeting.

The Board suggested that any other changes to the Articles that might be needed be addressed at the same time. GT to check and to liaise with the solicitors.

GT

**11 Legislation changes**

There were no legislation changes to report.

**12 SUSS update**

It was noted that the PPF levy was under review as a result of the use of a different credit score provider, i.e. Experian rather than Dunn & Bradstreet. GT to ensure that the financial data that was being used by Experian is correct.

GT

**13 Strategic planning meeting with VCG**

Guidelines had now been received and the deadline was 7 January, so preparatory work needed to be complete by 19 December.

**14 Any other business**

**14.1 Chelmsford blue print**

MB noted that she had met with David Humber, who was now the Provost of Chelmsford Campus, and he had requested that the SU provide a wish list of projects for the Chelmsford campus. Trustees were invited to email any suggestions to the officers who would produce the list.

**15 DATE AND TIME OF NEXT MEETING**

**Tuesday 9 December – 4.00-7.00 pm – MAB006/Hel119**



D. SHARPE  
PRESIDENT + CHAIR OF TRUSTEE BOARD