



03Board of the Trustees
23/02/16

Action

36 ATTENDANCE**36.1 Present**

Grace Anderson (Officer trustee) James Barlow (External trustee), Melanie Digney (External trustee), Sarah Haider (Officer trustee), Paul McHugh (External trustee), Janice Maclean (External trustee), Sophie May (Officer trustee), Evalyn Oloo (Student trustee), Leigh Rooney (Officer trustee), Kathleen Vanderpuye (Student trustee), Sammi Whitaker (Officer trustee and Chair of Trustee Board)

In Attendance

Alyssa Millbrook (Minute taker), Matthew Ensor (Chief Executive), Guy Stepney (Items 38 and 39 only)

36.2 Apologies

Cathy McGuire (Student trustee)

36.3 Absent

None

36.4 Declaration of interest

None

37 ACCEPTANCE OF PREVIOUS MINUTES**37.1 Accuracy**

The previous Minutes were accepted as a true record.

37.2 Matters Arising

SH raised concerns that an email sent out regarding PREVENT training did not include Unconscious Bias. As recruitment for the HR role has been thus far unsuccessful, ME will source the Unconscious Bias training.

ME

38 STRATEGIC PLAN MONITORING- MID-YEAR UPDATE

GS provided an update on the 2013-16 Strategic Plan. Overall there has been improvement. JM noted that while many red and yellow areas improved, no green areas went down, which signifies progress. He reported that Redbrick covered many areas in the 'awareness' section theme. Some red areas that remain are largely due to vacancies.. GS indicated that many of the priorities in the Strategic Plan have become part of the organisational culture.

The Board expresses their thanks for the work put into this activity.

39 DEVELOPMENT OF NEW STRATEGIC PLAN

GS reported that the core message from Redbrick was the structure of 64 commitments with 17 goals. GS stated that his recommendation is to set measurable overall aims with departmental targets.

PM raised the issue of impact of the planned growth of the Chelmsford campus. LR

confirmed that part of the corporate plan is to create a central Student Hub, which would encourage students to stay on campus longer. The Students' Union would be housed in the hub, which would contribute to awareness and visibility.

SH suggested that the plan refrain from using the word 'employability', as it may conflict with the university's existing Employability Service. ME stated that the wording will be looked at.

The goal is for the finalised plan to be ready to present to the new VC in June.

The Board endorsed the new Strategic Plan.

40 **CHIEF EXECUTIVE'S REPORT**

40.1 Staffing Changes

ME made some amendments to the 'Staffing Changes' section of his report. Tess Collins has had a change in circumstances and will be leaving the organisation. He reported difficulty in recruiting for the HR & People Operations Manager position. He stressed that it was critical to appoint someone in this position within six weeks and that recruitment tactics must be changed.

The Board expresses their thanks to Jo Harbrow for taking on the responsibilities of the role in the interim.

The Board discussed the quotes received by Peridot Partners and Gerald Carew for recruiting for the position. SH expressed concern for the amount of money being spent on this recruitment and that the Trustees were not given enough time to make decisions on financial matters. SW raised concerns about the necessity of this role being filled for various goals to be achieved and asked about a backup plan for meeting these goals should the role not be filled promptly. ME stated that if that were to occur, he and JH would take on the duties of the position until it was filled.

The Board agreed to an external recruiting agency being used to fill this position and left the details to the discretion of ME. **ME**

40.2 Away Day

The Board agreed for an external facilitator to be used.

40.3 Health and Safety

The Board agreed for ME, JH, and TM to attend Health and Safety training.

The Board expresses their appreciation to ME for his efforts in preparing this report.

40.4 Advice and Academic Quality

The Board is very impressed with and proud of the work of the Advice Service.

41 **FINANCIAL REPORT**

While the forecast indicated a deficit, that data required an adjustment; the corrected data shows a small surplus at year's end.

The Entertainments Department is forecasting a deficit. This will be addressed not by

reducing events, but by lowering the impact in other ways, such as student promo staff.

JB pointed out some points of discrepancy in how the budget and income figures were expressed and suggested revisiting those calculations.

SH stated that the campaigns budget has been depleted and asked if some of the surplus could be used for this purpose. ME suggested that it may be possible to use some Training and Development budget toward campaigns. SH and officers will get a costed list and work with ME to discuss the numbers.

SH/ME

ME will share the Board's frustration with the forecast anomalies with the university.

42 OFFICERS' REPORTS

Officers presented their reports and took questions from the Board.

SM amended her report to state that the community arts project has now commenced. Students are now teaching arts classes at Riverside, a project for homeless people.

SM also announced that the Labour Council is supporting the 'Where My Rent Went' campaign.

SH amended her report to state that a staff member has been successfully recruited for the Creative Minds project.

The reports were received and noted.

43 GOVERNANCE REVIEW

The board discussed the Key Questions and Recommendations for amending the Union Articles. They were approved as follows

1. Recommendation approved
2. Recommendation approved
3. Alternative approved
4. Recommendation approved
5. Recommendation approved
6. Recommendation approved
7. Recommendation approved
8. Recommendation approved
9. Alternative approved whilst retaining the recommendation
10. Recommendation approved
11. Recommendation approved
12. Alternative, option 1, approved
13. Recommendation approved
14. Recommendation approved
15. Recommendation approved
16. Recommendation approved
17. Recommendation approved
18. Recommendation approved
19. Recommendation approved
20. Option 2 approved
21. Recommendation (Option 2) approved

22. Recommendation (Option 1) approved
23. Recommendation approved
24. N/A, covered within democratic review
25. Recommendation approved
26. Recommendation approved
27. Recommendation approved
28. Recommendation approved
29. Retain current arrangement
30. President
31. Keep open to all board members
32. Recommendation approved
33. Recommendation approved
34. N/A, covered within democratic review
35. Recommendation approved

There was discussion regarding the usage of the title 'President' throughout the Articles. SH cited her research that students were open to abolishing the office of President, and there was concern that approving the Articles as written would render the SU unable to change the title in the future. It was decided that the Articles would be clarified to approve the job role rather than the title. An updated document with tracked changes will be presented to the Board for review.

ME

44 STUDENT COUNCIL/AGM REPORT

Inactive policies were clarified:

'It's Time to Talk About Mental Health' has been accomplished

'No Platform' is on hold in favour of PREVENT training

'Lower Accommodation Costs' has been renamed

The report was received and noted.

45 POLICY UPDATE

SH and LR will be reviewing the grant policy.

SH/LR

46 STUDENT TRUSTEES' UPDATES

No update

47 LEGISLATION CHANGES

It was discussed who would be named Directors with Companies House with the change in Experience Officer job title. Future Directors will be the holders of equivalent roles at the discretion of the Board.

SH raised the issue that currently only British passport holders were eligible to be Directors. ME will check with the bank to clarify what the regulations are regarding this.

ME

48 SUSS UPDATE

No update- SUSS AGM on 26 February 2016

49 ANY OTHER BUSINESS

An issue was raised about the extent of the confidentiality of the item to be discussed at the forthcoming EGM. In the interest of transparency the individual under discussion would be made aware of that fact.

DATE AND TIME OF NEXT MEETING

Wednesday 27 April - 4.00-7.00 pm - Tindal Boardroom /MRC Hel125

L. Rooney
2 11/7/16

