

TB 1336 – Trustee Board Minutes

Meeting: **Trustee Board**
 Date: 15 December 2022
 Time: 4pm
 Location: Bookable Room 1, Union House
 Author: Elise Page/Abbie Mulcairn
 Status: Draft

Present: Elise Page (Chair), Katie Rayner, Taylor Sounes, Holly Summers, Nathan Wyatt, Evie Drennan, Ruby Ashogun, Anwar Azari, Aaron Campbell, Ben Soper

Attending: Caroline Wilson, Abbie Mulcairn

Apologies: Dev Aditya, Jeremy Clayton, Tim Cave

Action Log

Item	Action Requested	Date	Assigned
TB 1243	EP and SS to send changes to bye-laws around board subcommittees to first union council of year	October UC	EP & SS
TB 1309	EP to work with staff members to find an external consultant to deliver a governance review in line with the boards needs.	November Board	EP

ADMINISTRATION

TB 1316 Statements from the Chair

The Chair reiterated ground rules for the meeting and noted that three new student trustees had been onboarded since the last meeting of the Trustee Board. The Chair declared the meeting quorate. The Chair thanked Trustees and staff for their hard work and support over the past year.

TB 1317 Declarations of Interest

There were no declarations received.

TB 1318 Minutes of the previous meeting

The meeting approved the minutes of the meeting held on 19th September 2022.

TB 1319 Action Log

Item	Action Requested	Date	Assigned
TB 1243	EP and SS to send changes to bye-laws around board subcommittees to first union council of year	October UC	EP & SS
TB 1309	EP to work with staff members to find an external consultant to deliver a governance review in line with the boards needs.	November Board	EP

TB 1320 Sub-Committee Proceedings

The meeting approved the minutes of [Finance Committee](#). TS noted that the auditor was unable to join the meeting so an additional meeting of the Finance Committee will be convened in January where Trustees will have a chance to ask questions to the auditors.

AC noted that due to capacity no meeting of AHRC has been convened before the Trustee Board.

Updates from Management Committee can be found in [this paper](#).

TB 1321 Minutes of other meetings

The Chair noted that minutes of SMT were not received but minutes of [SOC](#) were attached in the agenda.

TB 1322 Trustee Board appointments and departures

The Chair noted that Adrian Ashby would no longer be a student trustee, due to being elected as a part-time officer. The meeting formally appointed the new student trustees:

- Adediran Oladipo (Student Trustee)
- Paige Skevington (Student Trustee)
- Oluwafemi Adeyemi (PG Trustee)

TB 1323 Union Council updates

The Campaigns & Democracy Officer noted the policies that were passed at the previous Union Council, including:

- 024 Lobbying the UEA Student Union to return to being a Living Wage Employer (Resolve 3 was removed from the motion before being approved)
- 025 Remove the suicide statues: Time to take down Antony Gormley statues
- 026 Make the Code of Conduct more conductible
- 027 For the Union to Explore Options for External Student Representation

The policies can be found in full here: [Union Council policies](#)

The meeting raised no objections to any of the policies.

PERFORMANCE

TB 1324 CEO Report and Update

CW noted that it's been a tricky year both professionally and financially for the SU, and noted that the strategy is being reviewed in line with this. Plans to consider both revenue and costs are currently being reviewed by SMT. Both staffing and structural changes are still being considered as routes forward.

TS thanked all staff for their work across the past year.

TB 1325 Officer Updates

Officers gave updates on the work they've been undertaking since the last Board meeting. EP noted that they attended University LTC where means of mitigating strike action was discussed. TS noted that the quiet space relaunch had been completed, and noted that the impact of strikes on students had been minimal. TS attended University Council and University Finance Committee. ED noted that work was planned on a bye-law change to allow for committee members in clubs and socs to remove inactive committee members.

TB 1326 Social Enterprise Report

No update was received. CW noted that relevant information was contained in the Finance Committee papers and finance update on the agenda.

HR & PEOPLE & CULTURE

TB 1327 HR Report

CW noted that model behaviours are being agreed by all levels of managers and noted that the relationships at work policy is being reviewed. There has been two dismissals since previous meeting.

FINANCE AND LEGAL

TB 1328 SUS and WF Annual Reports

Update included in TB 1330

TB 1329 Summary of Finance Issues – Dec 2022

Update included in TB 1330

TB 1330 Annual audited accounts

TS noted that the reserve position sets the SU up to get to the end of the year, but cannot be sustained for longer than one year. Detailed audit is in finance paper. Summary is that plan for current deficit is to be around 60k, and student staff are given a 9% increase once increases to NMW come in from April. This leaves a 500k shortfall. If bar prices are increased by 5%, this reduces the shortfall to around 350k. Every lever has been pulled other than looking at staff costs.

CW noted that an informal recruitment freeze is in place. SS and TS met with university to flag that further conversations are needed around funding agreements.

TS noted that FC expressed a desire to have a formal meeting of FC at the audit meeting in January so that formal options presented can be agreed by FC in Jan before the Feb board. CW noted that it is hard to predict what will happen in the next semester, and TS noted that the figures are based on only 6 weeks of trading.

Other issues discussed at FC include confusion around increase in interest rates as bank hasn't asked for increase in repayments.

STRATEGY, POLICIES, AND GOVERNANCE

TB 1331 Cycle of Business

There were no changes proposed to the cycle of business

RISK**TB 1332 Risk Register**

ED noted that no meeting of ROC has been held since the previous meeting.

CW noted that the red flags in the risk register is finance and health and safety. Health and safety audit was conducted recently which showed concern in the organisation, especially to do with the lack of completion of paperwork. Three management sessions have been held with the team to ask managers to reflect on the holes in their team. Other risk to flag is around people – senior management team has an interim structure in place but there are still unresolved issues from previous board around feeling of treatment of previous CEO and SMT not feeling supported due to the structure of the board. Colleagues do not feel comfortable attending meetings of the board hence why CW is only staff member in attendance. CW noted that communication is lacking between SMT and the Board.

SUNDRIES**TB 1333 Any Other Business**

TS noted that candidates for external trustee are being interviewed next week. An option is being considered by officers to re-open the role in a different capacity if there are no suitable applicants. EP noted that CW and EP are exploring the potential to pay a trustee to fulfil this function.

TEF Submission

TS gave an update on TEF and noted that the Union has undertaken a huge project to complete the student submission in the last two months and thanked all departments for their work on it.

TB 1334 Time, Date and Place of the next meeting

The Chair noted that the next meeting would take place on 16 February 2023 at 4pm.

CLOSED BUSINESS

Staff left the meeting and the meeting then moved into closed business. To request copy of the minutes from closed business, please contact the Chair of the Trustee Board.