

# TB 1336 – Trustee Board Minutes

Meeting: **Trustee Board**  
 Date: 16 February 2023  
 Time: 4pm  
 Location: Bookable Room 2, Union House  
 Author: Elise Page/Elly Mickelburgh  
 Status: Draft

**Present:** Elise Page (Chair), Katie Rayner, Taylor Sounes, Holly Summers, Nathan Wyatt, Evie Drennan, Ruby Ashogun, Anwar Azari, Aaron Campbell, Tim Cave, Dev Aditya

**Attending:** Caroline Wilson

**Apologies:** Jeremy Clayton, Ben Soper

## Action Log

### TB 1334 Statements from the Chair

EP reminded the group that this is a safe, confidential space. Also acknowledged that this is still a difficult period with the interim SMT structure.

### TB 1335 Declarations of Interest

EP requested any declarations of interest to be sent through to Elly

### TB 1336 Minutes of the previous meeting

The meeting didn't approve the minutes and these will be approved at the next Board Meeting.

### TB 1337 Verbal Update on Action Points and Matters Arising

To note on action points and any other matters arising from the minutes not otherwise covered by the agenda.

Item	Action Requested	Date	Assigned
TB 1264	C&D officer to propose amended motion to first UC of new academic year (additional trustee motion)	October UC	SS
TB 1296	AM to send declaration of interest form to new members and those who haven't submitted  All trustees without completed DoI's to return form before the next Board	November Board	AM  All trustees
TB 1307	CW to bring back details of complaints reporting to future Board		CW
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 1338 Sub-Committee Proceedings\***

To note minutes of AHRC, Finance Committee and Management Committee. To note any verbal updates from Chairs.  
Minutes from Committees to be brought to the next meeting.

TS reported that there have been developments with the potential block grant for the 23/24 academic year.

SSS reported that they haven't been able to attend many MC meetings.

### **TB 1339 Minutes of other meetings**

To note minutes of SMT and SOC  
EP reported that there are no SMT minutes to be included. EP also reported that the SOC minutes aren't the most recent. NW reported that there have been strategy conversations. EP explained what SOC is. **Action – Holly & Nathan to ask Liz Bigalke (Chair of SOC) for up to date SOC minutes to be circulated.**

### **TB 1340 Trustee Board appointments and departures**

To note any appointments and departures of the Trustee Board

To note any appointments and departures of the Sub-Committees

EP reported that there have been no appointments but noted that Paige Skevington has resigned.

EP reported that there have been no appointments or departures from any Sub-Committees. **Action – SSS to elect student member from UC to Sub-Committees to backfill Adi's role.** Holly Summers nominated themselves for Finance Committee, TS approved this.

### **TB 1341 Union Council updates**

To note policies passed at Union Council

To note policy lapse changes

SSS reported there was a motion passed with a change to the code of conduct around the complaints investigation tiers. Complaints can now be dealt with by a conversation instead of a full investigation.

SSS also reported that another motion that students can now be removed from committees if they are inactive to allow for new members to be elected and participate.

EP also noted there have been no policy lapse changes.

## **PERFORMANCE**

## **TB 1342      CEO Report and Update**

To note CEO report and take questions

EP noted that CW is on leave and will not be joining the call. TS requested clarification on the Universities financial statement which is [REDACTED] as reported in the report – EP confirmed this. NW added the LCR opening on the holidays was a good idea and this should be added to the website to advertise it to be used for conferences etc. DA asked for clarification on the University debt as it was advertised that it was [REDACTED] EP will confirm.

DA asked if there were specific roles for trustees and whether the new one will be SMT focused. AC added that the current advertised trustee role didn't have any suitable candidates apply, AC will catch up with CW.

HS asked what ILM cohort is, ED confirmed it was a management course with a formal qualification at the end.

TS added that the deficit is [REDACTED] but the budgeted deficit was [REDACTED]

## **TB 1343      Officer Updates**

To note a report from the Chair of MC of Officer Updates

EP noted that a report will be provided in future with the Officer Updates.

ED provided the update from Officers and noted that it is election season and also that MC meetings are usually around UEA finances. ED also reported that there is a campaign for the cost of living which will continue into the next year. ED also reported that there is conversations regarding the Strikes.

## **TB 1344      Social Enterprise report**

To note an update on the performance of social enterprises

EP noted there was no report provided. AC reported that there has been a decrease in attendance in events. Also that the Venues Team attended a conference with other SU's and it was clear that there is a trend across all unions and venues. AC reported that Fire training has been completed. AC also reported there is works for repairs to the bars along with bar pricing review. TCa noted that 'Damn Good' was held in the bar for the first time, AC noted that this was not because of numbers but due to another event taking place in the LCR and there was not enough turn around time.

## **HR & PEOPLE & CULTURE**

### **TB 1345      HR Report**

To note a report and verbal update on HR activities

EP noted the report and asked for any questions. NW noted there was a potential missing word in the EF statement and asked what EF stood for, EP confirmed it was Employee Forum, TS added that career staff were given a 4% payrise for cost of living.

EP noted that the 'community box' needs to be relocated to a more obvious area.

HS asked if the current vacancies are not being actively recruited – **Action, EP will seek clarification.**

## **FINANCE AND LEGAL**

### **TB 1346 SUS and WF Annual Reports**

Not discussed – old agenda item.

### **TB 1347 Summary of Finance Issues – Dec 2022**

To discuss the summary of finance issues December 2022

TCa noted that the report has the incorrect figures in and updated with January numbers. TCa presented the finance report and noted that the deficit is going to increase. TCa reported that the university may request the SU to make savings with the block grant given. TS added that contact has been made with Ian Callaghan regarding the block grant. TS also added that FC was frustrated at the slow speed of decision making on the future plans with SMT. TCa added that the situation has evolved quickly and a resolution will be presented at April Board. AC asked how long it will be until proposals are announced. TS replied that once a meeting with Ian Callaghan has taken place, the paper is no longer confidential.

AC asked it had been noted that other venues are struggling to get attendees at club nights, TS confirmed it had.

RA added that any proposed cut to the block grant would be unfair considering how small the union is. AA offered to attend an informal meeting to offer assistance with how to strategise. NW reported that there are currently lay offs in INTO and this could possibly lead to assisting in this, TS added that they are a separate entity to the University.

### **TB 1348 Annual audited accounts**

To receive and approve annual audited accounts

## **STRATEGY, POLICIES, AND GOVERNANCE**

### **TB 1349 Cycle of Business**

To approve any changes to the cycle of business

TS reported there will be a change coming from FC.

## **RISK**

**TB 1350      Risk Register Update**  
To note the updated risk register

ED reported there has been no meeting. **Action – ED to organise a ROC.**

TS added that our Finance situation needs to be upgraded from amber to red on the risk register – **Action CW to update.**

TS requested a copy of the risk register – **Action EP to circulate.**

## **SUNDRIES**

**TB 1351      Any Other Business**

**TB 1352      Time, Date and Place of the next meeting**  
To agree a time, date and place for the next meeting  
Next meeting: 4pm on 21<sup>st</sup> April 2023

## **CLOSED BUSINESS**

**TB 1353      Any other closed business**  
To note any other closed business