

UEA Student Union
(Company number: 0966 4303)

Board Meeting
Mon 23 Oct 23 @ 1600
in the Union House

Minutes (Version 1)

Trustees Present

Taylor Sounes (TS)	FTSO, Chair and Under-Graduate Education Officer	
Anwar Azari (AA)	External Trustee	Virtual
Liz Bigalke (LB)	PTSO	
Ivo Garnham (IG)	Student Trustee	
Simon George (SG)	External Trustee (From 1620)	
Luke Johnson (LJ)	FTSO (Activities & Opportunities Officer)	
Catriona Lee (CL)	Student Trustee	
Elise Page (EP)	FTSO (Post Graduate Officer)	
Meg Powley (MP)	Student Trustee	
Serene Shibli Sexton (SS)	FTSO (Campaigns & Democracy Officer)	
Ben Soper (BS)	External Trustee	Virtual
Holly Summers (HS)	PTSO	
Nathan Wyatt (NW)	FTSO (Welfare, Community & Diversity Officer)	Virtual

In attendance

Tim Cave (TC)	Assistant Director – Finance (ADF)
Jonathan Davis (JD)	Clerk

Observing

Jumara Stone (JS)	CEO (Designate)
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Quorum

Article 103. Half the post-holders on the Board of Trustees and such quorum must include a minimum of two External Trustees and four Trustees who are Ordinary Members of the Union (**Ordinary Members:** student members of the Union being students at the University of East Anglia (As further defined by **Article 17**) and full-time Student Officers (**Article 165.29**)).

The **quorum** for this meeting is **8** Trustees.

Article 105. Where the resolution or issue under discussion concerns a matter in respect of which some or all the Trustees have a conflict of interest, **the quorum shall be 5.**

1. **Welcome.**
 - 1.1. At 1605, the Chair;
 - 1.1.a. opened the meeting and
 - 1.1.b. welcomed those present.
 - 1.2. All present introduced themselves.
2. **Meeting Business.**
 - 2.1. Statement of quorum. It was noted the meeting was quorate.
 - 2.2. Apologies.
 - 2.2.a. Apologies were accepted from;
Dev Aditya
Chikaosolu Emeka
 - 2.2.b. It was noted that Caroline Wilson (Interim CEO & Director of HR) was not able to attend.
 - 2.3. Completed Declarations of Business. It was noted that two trustees were still to return their forms.
 - 2.4. Declarations of Business (This meeting). No declarations were received relating to this meeting.
 - 2.5. Confidentiality Statement.
 - 2.5.a. The Chair reminded all present of the need for confidentiality.
 - 2.5.b. All present;
 - 2.5.b.i. accepted the need for confidentiality and
 - 2.5.b.ii. agreed to ensure nothing discussed in the meeting was discussed with third parties.
3. **Presentation by CEO (Designate).**
 - 3.1. Jumara Stone;
 - 3.1.a. gave a presentation outlining her vision for the UEASU and
 - 3.1.b. led the ensuing discussion.
 - 3.2. JS agreed to send the Clerk a copy of the presentation for circulation. **Action: JS**
4. **Governance Matters.**
 - 4.1. The Chair reported on the successful Student Officer elections; the increase in student participation was noted.
 - 4.2. Following discussion, the following committee appointments were agreed.
 - 4.2.a. Finance Committee. IG & HS.
 - 4.2.b. AHRC. LB & CL.
 - 4.2.c. Risk & Oversight Committee. CE & MP.
 - 4.3. The Clerk was requested to send out updated meeting invitations. **Action: Clerk**

5. **Minutes of the previous Meeting: Mon 6 Sep 23.**

5.1. Accuracy.

5.1.a. The minutes of the previous meeting, 6 Sep 23, we accepted as an accurate record of the meeting.

5.1.b. The Chair was requested to sign the minutes as such.

5.2. Matter Arising not on the agenda. There were no matters arising not on the agenda.

5.3. Outstanding actions.

Item	Action	Responsible	By when	Update
20 Jun 23 12.2.b	Obtain cost for providing onboarding service. [REDACTED] [REDACTED] [REDACTED] [REDACTED]	Chair	Next meeting	Closed
6 Sep 23 5.2	Liaise with committees to implement Board Objectives.	Chair	At appropriate meetings	Ongoing
6 Sep 23 5.3	Ensure 'Objectives' is discussed at the next committee meeting	Clerk	At appropriate meetings	Ongoing
6 Sep 23 5.4	Provide written feedback to Chair on amendments to 'Board Objectives'	All board Members	Next meeting	Closed
6 Sep 23 6.2.d.iii	Implement cost-of-living payment to staff	CEO	As soon as practicable	Close

6. **Committee Reports.** It was noted that these were summary reports as more detailed reports are received, scrutinised and actioned at the monthly formal Management Committee meeting.

6.1. Finance Committee.

6.1.a. The Assistant Director – Finance (ADF);

6.1.a.i. drew the attention of the meeting to the previously available financial update and

6.1.a.ii. led the ensuing discussion.

6.1.b. It was reported that the Fin Comm meeting scheduled for the end Nov 23 would;

6.1.b.i. have more data and

6.1.b.ii. be better for identifying emerging trends.

6.1.c. In discussion, it was noted that whilst the figures appeared to be on budget, this was because the reduced trading income was off-set by a commensurate reduction in staffing costs; both were subject to fluctuations.

- 6.1.d. Discussion moved to the annual audited accounts which were expected to be ready for signing in Jan / Feb 24; the meeting focused on the previously available extract from the Annual Report.
- 6.1.e. In response to a question from a Trustee, it was confirmed that the reserves were largely as expected.
- 6.1.f. A Trustee;
 - 6.1.f.i. raised the concern that the 'Tuesday Club' was no longer operating and
 - 6.1.f.ii. asked how this was expected to impact expected forecasts of outturn.
- 6.1.g. TC responded that whilst 5% increase in revenue was planned, it was expected that the;
 - 6.1.g.i. actual increase would be less than this and
 - 6.1.g.ii. lack of a 'Tuesday Club' would make achieving 5% more challenging.
- 6.1.h. In the ensuing discussion, it was accepted by all present that, in order to improve sales, the SU needed to increase and diversify activities.
- 6.2. Management Committee.
 - 6.2.a. The attention of the meeting was drawn to the previously available minutes of the last formal Management Committee (MC 179 : 26 Sep 23).
 - 6.2.b. The meeting noted the contents of the minutes; discussion ensued.
 - 6.2.c. The Chair of the MC highlighted the following issues:
 - 6.2.c.i. The changing student demographics.
 - ◆ The movement in the under-graduate / post-graduate ratio was noted.
 - ◆ Changing expenditure profiles and expectations of the SU were discussed.
 - ◆ It was accepted by all present that the SU may need to evolve to remain relevant to the changing student body.
 - 6.2.c.ii. Possible RAAC in the Waterfront Hall. It was reported that the situation was being monitored.
 - 6.2.c.iii. The 'street proposal'.
 - ◆ The meeting was informed of discussions, at an early stage, with the University to;
 - revamp the Blue Bar and
 - make the area more of a 'student space' rather than just a bar.

- ◆ The meeting asked for more information on proposals including;
 - time-frame,
 - costs,
 - control and
 - financial implications. **Action: LJ**
 - 6.2.c.iv. The shift leaders' paper. The meeting was notified of a paper to be circulated shortly outlining changes to shift leaders' terms & conditions including pay. **Action: LJ**
- 6.3. Appointments & Human Resources Committee. (A&HRC)
 - 6.3.a. EP reported on;
 - 6.3.a.i. progress on identifying areas of business and
 - 6.3.a.ii. schedules to address the issues including timetables for appraisals.
 - 6.3.b. In the ensuing discussion, it was agreed to include the Trust Board Chair in all appraisal planning decisions. **Action: EP**
 - 6.3.c. Policies.
 - 6.3.c.i. It was reported that work was progressing on the following;
 - ◆ Discipline Policy.
 - ◆ Dismissal Policy.
 - ◆ Capability Policy.
 - 6.3.c.ii. Discussion evolved around the risks to the SU should these policies not be reviewed.
 - 6.3.c.iii. It was agreed that;
 - ◆ EP & BS would liaise re any review and **Action: EP & BS**
 - ◆ Include them on the agenda for the next A&HRC meeting. **Action: EP**
 - 6.3.d. Union Recognition.
 - 6.3.d.i. It was reported that consideration was being given to union recognition for SU employees.
 - 6.3.d.ii. Following discussion, EP was requested to provide more detail at the next meeting. **Action: EP**
 - 6.3.e. Terms of Reference. (ToR). The Clerk was requested to draft ToR for the A&HRC. **Action: Clerk**
- 6.4. Risk & Oversight Committee. (R&OC)
 - 6.4.a. No report was available.

6.4.b. Terms of Reference. (ToR). The Clerk was requested to draft ToR for the R&OC.

Action: Clerk

7. FTSO Reports.

7.1. Format.

7.1.a. The Chair led the discussion on format of the reports and the best approach to passing on relevant information.

7.1.b. It was agreed, unanimously, that;

7.1.b.i. written reports submitted to the most recent Formal Resources Committee would be available for scrutiny by the Board,

7.1.b.ii. a separate report would not be generated and

7.1.b.iii. information would be generated by questions and answers related to the content.

7.1.c. The Clerk was requested to include this in the next agenda.

Action: Clerk

7.2. Under-Graduate Education Officer.

7.2.a. TS reported that academic elections were ongoing but were subject to review with a view to including a wider range of stakeholders.

7.2.b. The meeting was informed that TS had also written a critical blog about the University challenging it to improve performance.

7.3. Activities & Opportunities Officer.

7.3.a. LJ reported on progress on the

7.3.a.i. 'Inclusive Sports Charter' and

7.3.a.ii. night bus.

◆ The night bus was estimated to cost about £40,000 per year.

◆ The County Council had agreed to pay between 1/3 and 1/2 half of the cost.

◆ The University was being approached to support the Project financially.

7.3.a.iii. Discussion ensued. It was agreed that LJ would provide more detail in if financial support was requested from the SU.

Action: LJ

7.4. Post-Graduate Officer.

7.4.a. EP spoke about the

7.4.a.i. ongoing efforts to identify and elect a Post-graduate Student Officer Trustee and

7.4.a.ii. efforts to support impacted students (Jewish & Arab) through the developing crisis in the Middle-East.

7.4.b. The ongoing discussion with the University were highlighted.

- 7.4.b.i. Two main areas were identified;
 - ◆ post-graduate input into the University strategy and
 - ◆ the reduction in the continuation scholarship, from 50% to 30%, which was causing issues for final year students.
- 7.4.b.ii. In the ensuing discussion, support for both these issues was reiterated by the Board.
- 7.5. Campaigns & Democracy Officer.
 - 7.5.a. SS reported;
 - 7.5.a.i. on progress on elections for the various posts of responsibility in the Student Council and
 - 7.5.a.ii. that, with no-one elected as Deputy-Chair of the Student Officer Committee, she had taken on the role until a replacement was identified.
 - 7.5.b. Student Council.
 - 7.5.b.i. Discussion ensued in which it was reported that whilst the last Union Council had gone well with increased attendance, effort had been needed to support activities to increase trust in the SU.
 - 7.5.b.ii. It was reported that the drinks voucher had proved very popular.
 - 7.5.c. The meeting was informed that SS was involved in supporting activism re the crisis of in the Middle-East.
- 7.6. Welfare, Community & Diversity Officer.
 - 7.6.a. NW drew the attention of the meeting to the continuing problems around post-graduate research grants and reported ongoing support of adversely affected PG students.
 - 7.6.b. NW reported on;
 - 7.6.b.i. developing networks with previous officer to improve continuity and
 - 7.6.b.ii. progress on Black History celebrations.
- 8. **CEO Report.**
 - 8.1. In the absence of the CEO a written report was tabled.
 - 8.2. Discussion ensued in which stakeholder expectations and communication issues were noted.
 - 8.3. Several questions were raised for discussion. It was agreed that the CEO should address these on her return to work.
 - 8.3.a. How is UEA embedding cost of living plan into business as usual? **Action: CEO**
 - 8.3.b. What is the SU doing for staff about the cost-of-living crisis? **Action: CEO**

- 8.3.c. All present were requested to submit any questions relating to the written report directly to the CEO.

Action: All Trustees

9. **HR Report.**

- 9.1. It was noted that, in the absence of the Director of HR, the report had been prepared by the HR Business Partner (Cerys Waterton); the revised content and format were noted and discussed.
- 9.2. Following discussion, it was agreed that future HR reports should;
- 9.2.a. try to link the report to strategic objectives,
- 9.2.b. include absence / sickness trends and
- 9.2.c. identify potential risks from emerging legislation / legal decisions.

Action: HR Director

10. **Risk Register (Standing Item).**

- 10.1. The need for, and importance of, the Risk Register was highlighted by the Chair.
- 10.2. The Chair asked all present to review the Risk Register and bring forward suggestions for changes to the next meeting.

Action: All Trustees

11. **Union Council Report.**

- 11.1. SS reported on an intense meeting with a high turnout that had been well run.
- 11.2. In the ensuing discussion, it was agreed, unanimously, that agendas, adopted motions / decisions and delegated actions should be presented to, and included in, Formal Management Committee meetings before discussion at Board meetings.
- 11.3. SS was requested to send these to the Clerk after each UC meeting for inclusion at the next Formal Management Committee meeting.
- 11.4. The Clerk was requested to include 'Union Council Report' as a standing agenda item for all Formal Management Committee meetings.
- 11.5. **Student Officer Committee (SOC).**
- 11.5.a. Discussion moved to consideration of inclusion of SOC business at Board meetings.
- 11.5.b. It was agreed, unanimously, that SOC reports included in, Formal Management Committee meetings before discussion at Board meetings.
- 11.5.c. SS was requested to send SOC reports to the Clerk after each SOC meeting for inclusion at the next Formal Management Committee meeting.
- 11.5.d. The Clerk was requested to include 'SOC Report' as a standing agenda item for all Formal Management Committee meetings.

Action: SS

Action: Clerk

Action: SS

Action: Clerk

12. **Dates of Future Meetings.** The attention of the meeting was drawn to the meeting dates shown at the end of the minutes.

13. **Any Other Business.**

13.1. Christmas Event.

13.1.a. It was mooted that the Trust Board and SMT should have a Christmas event eg dinner as a team building exercise.

13.1.b. In the ensuing discussion. It was agreed to discuss this further during the meeting planned for 4 Dec 23; all trustees were requested to come up with suggestions for activities. **Action: All Trustees**

13.2. Quiz Night (3 Dec 23).

13.2.a. All present were invited to take part in the Officer Quiz planned for 3 Dec 23 in the LCR.

13.2.b. Anyone interested in taking part was requested to notify the Chair.

Action: All Trustees

13.3. **Meeting Papers.** The Clerk was requested to collate all future meeting papers into a single bundle. **Action: Clerk**

There being no other business, the meeting closed at 1720.

Jonathan Davis
Clerk to the Board

Date: 28 Oct 23

Signed: _____
Print name: _____
Position / Appointment: _____

Date: _____

Outstanding Actions

Item	Action	Responsible	By when	Update
6 Sep 23 5.2	Liaise with committees to implement Board Objectives.	Chair	At appropriate meetings	
6 Sep 23 5.3	Ensure 'Objectives' is discussed at the next committee meeting	Clerk	At appropriate meetings	Ongoing
23 Oct 23 3.2	Send copy of presentation to clerk for distribution to trustee	Jumara Stone	Now	
23 Oct 23 4.3	Send out updated electronic invitations for Trust Board & committee meetings	Clerk	Now	
23 Oct 23 6.2.c.iii	Provide more information on 'University Street Proposal'	LJ	Next meeting	
23 Oct 23 6.2.c.iv	Provide detail to support Shifter Leaders' Proposal	LJ	Next meeting	
23 Oct 23 6.3.b	Include the Trust Board Chair in all appraisal planning decisions	EP	Ongoing	
23 Oct 23 6.3.c.iii	Liaise to develop HR policies	EP & BS	Ongoing	
	Include on agenda of next A&HRC	EP	Next A&HRC	
23 Oct 23 6.3.d.ii	Report on Union recognition	EP	Next Board meeting	
23 Oct 23 6.3.e	Draft ToR for A&HRC	Clerk	Next Board meeting	
23 Oct 23 6.4	Draft ToR for R&OC	Clerk	Next Board meeting	
23 Oct 23 7.1.c	Include revised reporting format in appropriate meeting agendas	Clerk	Now	
23 Oct 23 7.3.a.iii	Prepare detailed proposal for UEASU support to Night Bus project	LJ	Next Board meeting	
23 Oct 23 8.3.a	Written response to 'How is UEA embedding cost of living plan into business as usual?'	Interim CEO	Now	

23 Oct 23 8.3.b	Written response to 'What is the SU doing for staff about the cost-of-living crisis?'	Interim CEO	Now	
23 Oct 23 8.3.c	Present written questions to CEO on submitted report.	All trustees	As appropriate	
23 Oct 23 9.2	Submit HR report in revised format	HR Director	Next Board meeting	
23 Oct 23 10	Comments relating to the Risk Register to the Chair	All Trustees	Now	
23 Oct 23 11.3	Send copies of Union Council meeting agendas, adopted motions / Decisions and delegated actions to the Clerk	SS	From now on	
23 Oct 23 11.4	Include Union Council Report as standing item on Formal Management meeting agendas	Clerk	From now on	
23 Oct 23 11.5.c	Send copies of SOC report to clerk after each meeting	SS	From now on	
23 Oct 23 11.5.d	Include SOC Report as standing item on Formal Management meeting agendas	Clerk	From now on	
23 Oct 23 13.1.b	Ideas for Board & SMT Christmas team building activity to Chair	All Trustees	Next Board meeting	
23 Oct 23 13.2.b	Trustees wishing to take part in Officer Quiz notify Chair	All Trustees	Now	
23 Oct 23 13.3	Collate all future meeting papers into a single 'bundle'.	Clerk	Next Board meeting	

Future Meetings

Mon 4 Dec 23 @ 1600	Papers by Fri 24 Nov 23
Mon 12 Feb 24 @ 1600	Papers by Fri 2 Feb 24
Mon 8 Apr 24 @ 1600	Papers by Fri 29 Mar 24
Thu 30 May 24 @ 1600	Papers by Tue 21 May 24
Tue 25 Jun 24 @ 0900	Papers by Fri 14 Jun 24