

Minutes

Subject	Minutes of the UEASU Trustee Board 25 th June 2024
Produced by	Liz Bigalke
Action	To approve
Status	Closed

Section A: Meeting Business + Governance Items

A1: Statements from Chair

A2: Attendance and Apologies

Present:

- Taylor Sounes (Chair and Undergraduate Officer) – TS
- Nathan Wyatt (Welfare, Community and Diversity Officer) – NW
- Elise Page (Postgraduate Officer) – EP
- Serene Shibil (Campaigns and Democracy Officer) – SS
- Meg Powley (Student Trustee) – MP
- Ivo Garnham (Student Trustee) – IG
- Chikasolou Emeka (Student Trustee) – CE
- Chris Kershaw (Campaigns and Democracy Officer – Elect) – CK
- Olivia Hunt (Activities and Opportunities Officer – Elect) – OH
- Rebekah Temple-Fielder (Undergraduate Officer – Elect) – RTF
- Bhaskar Bukkanahalli Shivanna (Postgraduate Officer – Elect) – BBS
- Peter Robkinson (External Trustee) – PR
- Anwar Azari (External Trustee) – AA – left at 10am
- Kat Iliopoulou (External Trustee) – KI – joined at 10am

In attendance:

- Jumara Stone (UEASU Chief Executive Officer) – JS
- Tim Cave (UEASU Assistant Director (Finance)) – TC
Attending from Item B2
- Richard Hunter (UEASU Assistant Director (Operations)) – RH
Attending from Item B2
- Andy Waring (UEASU Bars Manager) – AW
Attending from Item B4

Apologies:

- Holly Summers (Student Officer Trustee) – HS
- Catriona Lee (Student Trustee) – CL
- Luke Johnson (Officer Trustee) – LJ

A3: Declaration of Interest

No items were declared

A4: Update on External Chair Recruitment

TS updated there have not been any applicants

A5: Election of Deputy Chair

With a unanimous vote Nathan Wyatt was elected as Deputy Chair starting the 1st of July

A6: Appointment of Student and External Trustees

No nominations received

A9: Minutes of previous meeting

The Board voted to approve the minutes of the previous meeting held on 29th April 2024.

A10: Action points from previous meeting

Action Point	To be completed by	Date	Update
CEO to include relevant updates on Freedom of Speech Legislation in their CEO Report	CEO	Ongoing	Close – In Confidential Minutes
Relevant External Trustees should be reappointed at the June Meeting	Chair	Next TB Meeting 25 Jun 24	Close – On Agenda
Trustee Term Expiry dates to be included on the next Agenda	Chair	Next TB meeting 25 Jun 24	Close – On Agenda
Report on strategy KPIs to be updated on at the Board Meeting in June	CEO	Next TB Meeting 25 Jun 24	Close
Formal paper on Strategy KPIs	CEO	September Board Meeting	
Report back on the following decisions surrounding the Waterfront: <ul style="list-style-type: none"> • Staff should go back to the Council to determine their position • A clear business plan with KPIs should be brought to the next meeting • A decision should be sought more quickly from the university on their involvement in the venue • Concrete financial plans for the investment should be drawn up 	CEO	Next TB Meeting 25 Jun 24	Close
Produce a set of KPIs for the Waterfront for approval	CEO	Next TB Meeting 25 Jun 24	Close – On Agenda
Propose a new Subcommittee Structure	Chair	Next TB Meeting 25 Jun 24	Close – On Agenda

A11: Subcommittee Restructure

TS proposed a new structure of TB subcommittees

New sub committees are Finance Committee (FC), and Risk and Audit Committee (RAC)

EP asked for clarification about GCMC as it used to be part of Postgraduate committee

TS explained GCMC will now be under Finance Committee as these will now include work on the graduate centre and Scholar's bar

PR asked whether People of Culture is being split up again

JS clarified that PoC will feed into the community's committees and should work closely with our Trade Union Reps. The chair may invite Staff to meetings for further support

TS mentioned policy reviews which was delegated to AHRC are now moved up to Board level

PR mentioned a typo in the paper for Risk and Audits Committee saying that the SU Governance and Democracy Co-ordinator or other appointed staff role will act as Clerk for FC

TS clarified the SU Governance and Democracy Co-ordinator will be Clerk for Trustee Board and both subcommittees

The Board, unanimously, voted to approve the change in TB subcommittees

	Finance	Risk and Audit
FTOs	Rebekah and Olivia	Chris and Bhaskar
Externals	Simon and Katerina	Peter and Vacant

A12: Trustee Board Terms of Reference

TS explained the changes happening to TB and showed how the Terms of Reference are changing

The Board, unanimously, voted to approve the change in Trustee Board Terms of Reference

A13: Cycle of Business

TS showed the suggested Cycle of Business for the next academic year

TS explained the meetings marked in yellow will be online only to move away from hybrid meetings

TS mentioned all subcommittees will also be online only from now on

TS noted there is one extra TB single item meeting in the document which will only be put in place if accounts are delayed beyond the February Board meeting

TS said there is also one additional single item Finance committee meeting so they can look at the accounts in more detail ahead of TB meeting

RTF raised that FC mentions PGO (Post Graduate Officer – Bhaskar) but only herself and OH are sat on said committee

TS explained that the PGO BBS would be invited to the meeting for that item but only if Scholars Bar remains a PG owed space which is decided later in the agenda

The Board, unanimously, voted to approve the suggested Cycle of Business

A7: Reappointment of External Trustees

TS raised that there has been a change in the length of Trustee terms

TS noted External Trustee Anwar Azari has come to the end of his appointment and suggested to reappoint him for a further two years

The Board, unanimously, voted to extend Anwar Azari as External Trustee for a further two years (until July 2026)

A8: Appointment of Supervising Trustee

TS mentioned that a supervising Trustee must be appointed which oversees the Code of Conduct Progress

TS said AA has been the supervising Trustee for the past year and would like to continue this

The Board, unanimously, voted to extend Anwar Azari as supervising Trustee

Section B: Items for Discussion/Decision

B1: CEO KPIs for 2024 - 25

TS noted she has asked JS to stay even though there is a conflict of interest

TS explained they want to set yearlong KPIs now that JS out of her probation period

PR asked whether we could group some of the KPIs to four to six as he thinks 14 is too much with some being of similar content

JS noted that some practices use 2-year probation periods

KI asked if it's more useful to have numerical in there to be more quantitative

TS agreed with the idea

The Board, unanimously, voted to approve pending the new changes and to allow JS to share with her Team

TS explained there usually is a performance related bonus however there wasn't one planned or a change in salary when JS started

JS suggested moving towards a staff bonus

SS asked whether there will be a gradual increase with inflation

TS explained that if there is an increase in cost of living, the Board will consider that separately

PR raised that we should look at our HR policies in terms of cost of living and benchmarking, he suggests pausing this discussion if there isn't anything reflecting the current contracts

Action Point	To be completed by	Date
Add some numerical and review breakdown of KPIs	CEO	asap

B4: Scholar's Bar Business Plan

AW raised that Scholars Bar might change to LGBTQ+ Bar

JS noted that [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

JS explained Norwich is one of the most LGBTQ+ friendly cities in the UK, with not enough LGBTQ+ spaces, meaning there's a market there for us to build on

EP mentioned they've seen the change in prospectiveness in the Postgraduate Spaces. They also explained the LGBTQ+ PTOs told them there's non-stereotypical places in Norwich which have a great turnout

[REDACTED]

[REDACTED]

CK raised their concerns about there being more hostility to the LGBTQ+ community and asked [REDACTED]

JS explained the Venues Team are prepared for that

OH raised her worries about how we would regulate the space in terms of who attends the space so it doesn't [REDACTED]

AW explained places like [REDACTED] don't try to act as queer spaces suggesting there's nothing we can do to prevent it however he thinks it's also important that straight people find a safe space in queer spaces

OH raised her concerns that PGs need a different space to hangout and relax especially when there's students who chose UEA for the PG spaces

T explained they will keep the Scholars lounge with Bookable rooms 7 and 8 which will stay open for PGs

OH asked whether the Scholars Lounge would get key card access

AW explained there can't be key card access as it's the access route to the lift which would then be blocked off

KI commented the KPI for this is very tight with only 1%, she therefore suggests giving ourselves a bit more slack on this project. KI also suggested working with local campaigns such as Ask for Clive which is an LGBTQ+ charity

PR raised that people would want to book the space in the future

JS noted that PGs can still use other spaces on campus and she's hoping it will give us a motive to integrate them into the wider community

The Board, unanimously, voted to approve to change the Scholars bar with an extra allocation of funds to refurbish the space

B2: Finance Update

TC outlined the budget from 2023/24 and how it will change for 2024/25

TS explained if deficits are of similar size, the Board cannot sign off the accounts

The Board, unanimously, voted to approve the budget with a caveat that it needs to be split quarterly

B3: Waterfront Development Plan

RH outlined the development plan for the Waterfront

EP asked whether it's possible to host weddings at the Waterfront or turn it into a community hall

JS clarified that this is not possible in the next financial year but if this year is looking good financially, it could be an option for the year after

RH said propaganda will move into the downstairs room which would allow the upstairs to be hired out which would only start happening after Christmas

The Board, unanimously, voted to approve the Development Plan for the Waterfront

Section C: Items for Report

C1: Subcommittee Reports

Finance Committee

There was no report given

Management Committee

There was no meeting held

Appointments and HR

There was no meeting held

Risk and Oversight

There was no meeting held

C2: CEO Report

JS updated that recruitment is going very well

Head of Advice, Catherine Redfern, coming from UEA Student Services

Head of Marketing, Chloe Appleford, coming Suffolk SU

Associate Director of Engagement, Yusra Kahn, coming from Norfolk Police

JS showed Strategy Video draft -> everyone liked it

JS explained the UEA are looking into various options

JS made clear she would appreciate help from the Trustees with those conversation with the UEA

TS explained the change of TB Structure and governance review were all UEA's request

SS said they think there might be something to learn from other SU's as these have been in a similar place before

TS noted during CEO recruitment the UEA have been in the loop since the beginning and wanted to do recruitment for the SU

EP have given advice around trust and risk

Action Point	To be completed by	Date
	CEO	Sep TB

C4: Union Council Report

SS explained the Democracy Review did not pass with 51% approval. 2 of 5 motions got voted on and passed.

C5: Next meeting

21st October 2024 – 5pm to 8pm – Online (Papers: 14th October)

C6: Any other business

There were no other items raised.

Action points of todays' meeting

Action Point	To be completed by	Date
Add some numerical and review breakdown of KPIs	CEO	asap
	CEO	Sep TB