

TB 1294 – Trustee Board Agenda

Meeting:	Trustee Board
Date:	29 September 2022
Time:	4pm
Location:	In UEASU office/online
Author	Elise Page/Abbie Mulcairn/Caroline Wilson
Status	Draft

**Starred items are for noting and will not usually be open for discussion unless a prior request is placed with the chair.*

Confidential papers will be in the Closed Business section. Treat these papers as highly confidential.

Present: Elise Page (EP, Chair of the Board), Serene Shibli Sexton (SS), Taylor Sounes (TS), Katie Rayner (KR), Megan Anderson (MA), Evie Drennan (ED), Jeremy Clayton (JC), Anwar Azari (AA), Adrian Ashby (AA), Bradley Foster (BF), Dev Aditya (DA), Ruby Ashogun (RA), Aaron Campbell (AC)

Attending: Caroline Wilson (CW), Richard Hunter (RH), Tim Cave (TCa), Claire Boothby-Barnbrook (CBB), Abbie Mulcairn (AM)

Apologies: Ben Soper

Key decisions and deliberations

- Dev Aditya appointed as Deputy Chair of the Trustee Board
- Student trustees were appointed to the sub-committees of the Board
- SMT attended the meeting to deliver a presentation about the strategy
- Board agreed to seek out an external facilitator to run a governance review of the Trustee Board

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 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

ADMINISTRATION

TB 1295 Statements from the Chair

EP noted timings of the meeting and introduced the new student trustees, Katie and Megan, to the meeting

TB 1296 Declarations of Interest

AP – AM to send declaration of interest form to new trustees and those who haven't submitted

AP – All trustees without completed DoI's to return form before the next Board

TB 1297 Minutes of the previous meeting

The minutes were amended to reflect that Jeremy Clayton was in attendance at the meeting. The meeting voted to approve the minutes of the meeting held on 23rd June 2022.

TB 1298 Verbal Update on Action Points and Matters Arising

There were no matters arising.

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 1264	C&D officer to propose amended motion to first UC of new academic year (additional trustee motion)	October UC	SS
TB 1285	AM to send skills matrix to trustees to be discussed at next Board.	Before Sept board	AM
TB 1286	AM to send NUS governance audit proposal and timeline to trustees EP and AM to arrange meeting of all trustees to discuss the NUS review/audit and set priorities for the board	Asap	AM EP & AM
TB 1288	CW to add strategy presentation to board folder for trustees to view		CW
TB 1290	AM to invite all trustees to Union Council		AM

TB 1299 Sub-Committee Proceedings

The meeting approved the minutes of AHRC and Finance Committee.

The Chair of AHRC noted that due to an inquorate meeting, policies presented at the AHRC meeting were not able to pass. The Chair requested that the Board vote on the following policy – [Step Up Pay Policy](#). CW explained that the amendment to this policy was to apply the policy to all grades rather than Grades 5 and above as the existing policy was.

The meeting unanimously voted to approve the policy.

SS gave an update from Management Committee noting that meetings haven't been as frequent due to Welcome Week. Minutes of the last Management Committee can be viewed [here](#).

TB 1300 Trustee Board appointments and departures

- To appoint a Deputy Chair of Trustee Board

DA expressed an interest in the role and EP explained what the role would entail, noting that the role will now involve less work due to the recruitment of an Advisory Trustee.

The meeting voted unanimously to appoint Dev Aditya to the role of Deputy Chair of the Trustee Board. The Board thanked Dev for his nomination.

- To note any appointments and departures of the Trustee Board

EP noted that Megan Anderson and Katie Rayner have been appointed to the Trustee Board as Student Trustees and welcomed them to the meeting. Katie and Megan both introduced themselves and EP noted that the Board looks forward to working with them in the coming year. EP noted that Adrian Ashby's term had been renewed for a year and welcomed him back. EP also noted that Bradley Foster would continue in the role of PG Student Trustee until the December meeting.

- To note any appointments and departures of the Sub-Committees

EP noted that all sub-committees (excluding Management Committee) needed Student Trustees in their membership. The Chairs of the sub-committees explained the remit and the work of AHRC, Finance Committee and ROC respectively.

The Board appointed Adrian Ashby to the Finance Committee
 The Board appointed Katie Rayner to the Risk and Oversight Committee
 The Board appointed Megan Anderson to the Appointments and HR Committee

All votes were unanimous.

PERFORMANCE

TB 1301 CEO Report and Update

EP took the paper as read. CW noted that the CEO report was more operational than strategic and thanked SMT staff for pulling together over the welcome week period. The board thanked CW for her work in the last few weeks.

TB 1302 Officer Updates

AC gave an update on welcome week events and noted that officers were still working on the cost of living campaign.

TS gave an update on timetabling and the curriculum review. TS noted they had run a world café event on managing student conflict.

SS working on accessibility in venues and working to improve bus services on campus. Attended university council induction and supporting part-time officers and preparing for Union Council

ED working on welcome events, attended SEC and delivered strategy presentation, club and society elections have closed.

AA asked about the NSS results given at SEC. TS noted that headline is that the scores were low across the country and UEA were below the national average. Scores for student voice were significantly down. CW noted that student voice for the SU was above average compared to other SU's nationally. Question for UEA over what their student voice team is for.

EP working on first PG welcome week and attending events, scholars bar has been getting busy and working with PGR service and doctoral college on cost of living crisis and supporting international PGRs.

TB 1303 Social Enterprise Report

RH presented the social enterprise report and noted that information is mostly from summer activity. Trying to up the number of summer events as a supplementary income stream. WF carrying on in same vein. Inspections going on at LCR and WF and in process of getting fixes finished. LCR rigging passed inspection. Accounts will be updated before the next board report. Only one accident recorded. Mini refurb of red bar which has been well received. RH confirmed that adrian flux sponsorship has been secured.

SMT then joined the Board to deliver a presentation about the strategy.

Claire Boothby-Barnbrook (CBB), (the Assistant Director of Charitable Services), joined the meeting.

The presentation delivered can be found [here](#) along with an insight summary report which can be found [here](#).

CW recapped how the information in the strategy was arrived at. CBB talked through the strategy presentation.

JC asked how the Board can be involved in the monitoring of the KPIs of the strategy and how these can meet with the KPIs of the Board. CW responded that staff can give regular updates and will come back to the board if anything changes in the strategy. JC asked what services were being cut or reduced in order to invest in areas outlined in strategy. TCa noted that there were plans for increasing revenue and CBB noted that there are areas for stopping outlined in detailed report such as HomeRun.

Claire Boothby-Barnbrook (CBB), the Assistant Director of Charitable Services) left the meeting.

HR & PEOPLE & CULTURE

TB 1304 HR Report

EP took the paper as read. JC asked about the advert for the Advisory Trustee role and whether any applications had been received. CW noted that there were no credible candidates who'd been put forward yet, so is doing work to boost the advert currently.

FINANCE AND LEGAL

TB 1305 Finance Update – FC Accounts to July 2022

EP took the item as read.

TB 1305a FC 3 Year Forward View

EP took the item as read. TCa highlighted key areas of spend as well as savings in the finance accounts. Full details can be found in the paper [here](#). TCa expanded on what an inflationary environment might mean for the Union and noted that energy costs still need to be sorted with the University. Finance Committee will identify key risks quarterly and monitor uncertainties while relying on reserves position.

STRATEGY, POLICIES, AND GOVERNANCE

TB 1306 Code of Conduct annual report

Agenda item considered with item TB 1307 below

TB 1307 Complaints from members annual report

EP took the item as read. CW noted that current processes are not clear and could present a risk. CW is working to remedy issues with complaints reporting and data.

AP – CW to bring back details of complaints reporting

TB 1308 Cycle of Business

EP noted that this item refers to the Board authorising EP and CW to review the cycle of business, particularly the terms of office for student trustees and to move the September board meeting potentially to early October to avoid welcome week. JC suggested that dates of board meetings are not changed and are set a long time in advance. The board were happy for EP and CW to present a new cycle of business at a future TB meeting.

TB 1309 Trustee Board effectiveness report

To agree whether to proceed with NUS audit

EP noted that the board met in the interim between the last board to discuss the proposed NUS audit process.

AA liked the process laid out by NUS and is happy to go forward with it but noted that start date might need to be amended pending closed business item.

EP asked whether the board wants to additionally recruit for an external consultant to look into broader governance reviews.

AP – EP to work with staff members to find an external consultant to deliver a governance review in line with the boards needs.

RISK

TB 1310 Risk Register Update

No ROC has been held since the last meeting in line with the cycle of business. ED as Chair of ROC noted that a full report would be submitted at the December board.

SUNDRIES

TB 1311 Any Other Business

There were no AOBs.

TB 1312 Time, Date and Place of the next meeting

The next meeting will take place on 17 November and will be a written update only. The next in person Board meeting will be December 15th and all Trustees are encouraged to attend in person.

CLOSED BUSINESS

All Union staff left the meeting and the Trustee Board continued in closed session. Minutes can be requested from the Chair of the Trustee Board.

