

CAMBRIDGE SU TRUSTEE BOARD – 02/10/2024

<p>Attendance <i>Voting Members:</i></p> <ul style="list-style-type: none"> ● Sarah Anderson - SA <i>President (UG) (Chair)</i> ● Sumouli Battacharjee - SB <i>President (PG)</i> ● Matthew Copeman - MC <i>Student Trustee (UG)</i> ● Anoushka Kale - AK <i>Student Trustee (PG)</i> ● Neela Maadhuree - NM <i>Access, Education & Participation Officer (PG)</i> ● Katie Clarke - KC <i>Access, Education & Participation Officer (UG)</i> ● Chara Triantafyllidou - CT <i>Student Trustee (PG)</i> ● Simon To - ST <i>External Trustee (Deputy Chair)</i> <p><i>Observers & Guests:</i></p> <ul style="list-style-type: none"> ● Christina Kennedy - CK <i>Chief Executive Officer</i> ● Gabbi Foreman - GF <i>Director of Membership Engagement, Deputy CEO</i> ● Oli Gray - OG <i>Director of Enterprise and Services Minute taker</i> 	<p>Apologies</p> <p>Absent</p> <ul style="list-style-type: none"> ● Lewys Thomas - LT <i>External Trustee</i>
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Item	Discussion	Actions
1. Apologies	ST for first 10 minutes	
2. Conflicts of Interest	None declared	
3. Minutes of the previous meeting	Approved.	
4. Matters arising	SA updated that GCLA recently met to discuss the reviewed by-laws, and are awaiting feedback from student members before finalising.	

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5. Business since the previous meeting	None declared.	
6. Campaigns update from sabbatical officers	<p>EE updated on the Sabbs team priorities: Improved Communication, Student Safety and Welfare, Financial Support, Sustainable and Ethical University, Vibrant Student Life</p> <p>Elleni: Making progress on the comms, promoting the calendar on freshers fair. Three phase plan, of which first phase of piloting with the pre-existing what's on calendar. Meetings are being set up with JMCR welfare officers in order to support the intercollegiate food campaign action and finally, Alumni association meetings are being held and progress is being made in laying the groundwork.</p> <p>Sarah: Teaching review meeting and planning on resit exams and tutor training. Open colleges delayed until further into term.</p> <p>Neela: Deferred admission and out of office support is being discussed with GBEC and other relevant stakeholders.</p> <p>Katie: Food bank is making good progress and first meetings are being held.</p> <p>Marroof: Decolonization review is done, and a decolonization report is being published. Engagement and visibility is increasing for BME through talking with relevant stakeholders and meeting with externals such as Anelia Ruskin Sabbs and live events. Including those which are intended for BME welfare.</p> <p>Chalo: Campaign planning because he started later than other Sabbs.</p>	
7. SMT Update	<p>GF provided a summary of the SMT Update, including recent recruitment, internal policy review, and strategy development.</p> <p>CK informed the Board of her decision to resign as CEO.</p>	
8. Communications Team update	<p>GF provided a summary of the Communications Team update.</p> <p>AK asked why social media engagement peaked at certain points during the year. GF explained the unpredictability of reach and engagement, but explained that freshers stalls going on sale and freshers week itself tended to bring increased activity.</p> <p>CT clarified points of contacts in colleges for digital screens, GF explained the importance of this being student</p>	

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	<p>led, but that it often needs liaison with college estates staff.</p> <p>GF confirmed to MC that the SU has always historically paid for adverts on social media, for priority projects such as Lent Elections.</p> <p>NM asked about the cost of the SU promoting free services offered from organisations to students, and how these are paid for.</p>	
9. Variance Report	<p>OG presented the variance report, highlighting a renewed format for reporting that is better linked to the online accounting system; this will allow for easier reporting in the future. It was noted that future reports will include percentages alongside the figures for ease of viewing.</p>	
10. Risk Register	<p>GF provided a verbal update on progress of reviewing the risk register. GF recommended there is a full overhaul of the risk register, primarily as the existing document has been added to year-on-year.</p> <p>Trustees agreed that the risk register will continue to be reviewed regularly, and agreed for it to also be sent to the RHR Committee. GD suggested that by reviewing the Risk Register, this can help with resource allocation.</p>	
11. Strategy Update	<p>GF updated that the strategy development work for the 2025-28 strategy has commenced with environmental analysis.</p> <p>SA clarified the trading subsidiary will be discussed with the new accountants once they are engaged.</p> <p>MC asked how the new strategy will ensure continuity despite the challenges associated with turnover of Sabbatical Officers and trustees. GF explained the goal is to create a strategy with a flexible approach to continue to meet the needs of students.</p>	
12. Governance Review	<p>GF provided a summary of progress with the Governance Review, with the overarching aim of increasing student engagement with the SU.</p> <p>By-law 1 - CH flagged the way in which we measure quoracy. The board agreed to keep quoracy at its current level with a view to review this in the future with the projected increase in engagement.</p> <p>By-law 2 - No changes were proposed.</p> <p>By-law 3 - GF added feedback on behalf of MR, specifically that it may be unclear where EDI sits within the new sabbatical officer structure, and removing the word 'student' from the community role. SA explained the need to specify student communities to distinguish from</p>	<p>GF and Sabbs to write up job descriptions for the new roles.</p> <p>Ensure the Liberation and Welfare Officer's by-law includes the word equity.</p> <p>Update numbering of By-Law 14 - 2.3</p> <p>Update</p>

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	<p>non-student communities. AK suggested measures are put in place to ensure students with lived experiences and those who define themselves into one or more liberation groups are encouraged to run for sabbatical officer roles. Trustees discussed the differences of terminologies inclusion, liberation, equitable, and equality and agreed to move forward with the role of Liberation and Welfare.</p> <p>EE expressed the importance of role descriptions being clear on what the roles should cover to ensure diverse representation is maintained; GF agreed and explained each role will have a comprehensive job description which will include more detail than in the by-laws.</p> <p>By-law 4 - Conversations were had about who could define themselves as a representative student group. Conversations around terminology were had, particularly around the terms BME and International. GF and ST suggested that a change in terminology should be consulted with students.</p> <p>By-law 5 - Campaigns have been removed from this by-law.</p> <p>By-law 14 - Trustees discussed the existence of an officer scrutiny panel and how they interact with officer manifestos. ST suggested the by-law should focus on what level of scrutiny should be achieved rather than how it is achieved, which can be specified in a supplementary document. NM clarified the frequency at which sabbatical officers submit accountability. Trustees agreed to update the terminology regarding attendance of the officer scrutiny panel to remove members who were not active.</p> <p>By-law 15 - GF suggested references to the types of forum are removed so the by-law focuses on the procedural aspects of forums. Trustees discussed the importance of specifying the types of forums within the by-law and agreed to include these. MC clarified the timeline of the implementation of the by-laws will be staggered to ensure there are no unintended breaches during the transition year.</p> <p>By-law 16 - No changes were proposed.</p> <p>By-law 17 - No changes were proposed.</p> <p>By-law 18 - Trustees agreed to amend 4.2 to include 'non-elected staff member'.</p> <p>The board agreed to approve the reviewed by-laws with the above changes implemented. SA agreed to circulate a final list of by-laws with the above changes to trustees.</p>	<p>terminology of By-Law 18 - 4.2</p>
<p>13. Date of next meeting</p>	<p>4th December in-person at University Centre.</p>	

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14. Any other business	The board thanked CT for their term as student trustee. The board thanked GF and the Democracy and Representation Manager for their work on the Governance Review and by-law changes.	