



Cambridge SU Trustee Board – 16.06.2021

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| <p>Attendance</p> <p><i>Voting Members:</i></p> <ul style="list-style-type: none"> • Aastha Dahal - AD <i>President (PG), Board Chair</i> • Ben Margolis - BM <i>President (UG) - Chair</i> • Howard Chae - HC <i>BME Officer</i> • Laura Davies - LD <i>External Trustee</i> • Pauldy Otermans - PO <i>External Trustee</i> • Ryan Prestil - RP <i>Student Trustee (PG)</i> • Vanessa Chuang Zhen Xuan - VCZX <i>Student Trustee (UG)</i> • Andrew Salkeld - AS <i>Student Trustee (UG)</i> <p><i>Observers & Guests:</i></p> <ul style="list-style-type: none"> • Rich Wiltshire - RW <i>CEO</i> • Lisa Dery - LD (<i>Minute taker</i>) <i>Director of Advice and Employee Experience</i> | <p>Apologies</p> <ul style="list-style-type: none"> • Gabbi Foreman GF- <i>Director of Membership Engagement/ Deputy CEO</i> • Alice Gilderdale - AG <i>Welfare & Community Officer</i> |
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| Item | Discussion | Actions |
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| 1. Apologies | <ul style="list-style-type: none"> • Gabbi Foreman - <i>Deputy CEO</i> • Alice Gilderdale - AG <i>Welfare & Community Officer</i> | |
| 2. Conflicts of Interest | N/A | |
| 3. Minutes of the previous meeting | <ul style="list-style-type: none"> • Approved | |

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| 4. Matters Arising | Lisa Dery, Head of Advice and Employee Experience will now be attending board meetings as an observer with no voting rights | |
| 5. Update on sabbatical officers' priorities and activities | <p>AD provided an update:</p> <ul style="list-style-type: none"> • SLTAs were successful with over 600 nominations, which is the highest ever received. The Board sends its thanks to all those involved. • The DSO will be part of running the first ever disabled students' open day for year 12 and mature applicants. • Students doing double time will now receive their results immediately as opposed to waiting a year. • The SU continues to support the rest strike now only in Clare College. • The SU has asked the University for £2.1million to support Phd students whose research has been delayed due to the pandemic. | |
| 6. Appointment of the Vice-Chair | <p>We are required by the By-laws to appoint an external trustee as Vice-Chair.</p> <p>Laura Davies LD was the only trustee to express an interest in the role and was appointed by consensus.</p> | |
| 7. Student Trustees end of term of office | <p>The Student trustees have come to the end of their year term of office. Student Trustees may automatically stand for a second term at the discretion of the board.</p> <p>VCZX - Is graduating as a student and will therefore step down from the role of trustee</p> <p>AS - Would like to stand for a second term</p> <p>RP - Would like to stand for a second term until he graduates from his Phd later in the year.</p> <p>The board approved AS and RP to stand for a second term and thanks VCZX for her contribution and insights over the last year.</p> | |

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| 8. Terms of Reference for Standing Committees | <p>The Terms of Reference of the three standing committees have been updated as per the last meeting.</p> <p>AD requests that the Finance Committee ToR is updated to say "up to two External Trustees"</p> <p>AS suggests replacing "decides" with "recommends" an inflationary increase to staff pay in the remuneration and HR ToR</p> <p>All three ToRs are approved by the board subject to the above amendment.</p> <p>The following trustees will sit on each committee;</p> <ul style="list-style-type: none"> • Finance - LD, AS, BM and AD • Appointments - AC, RP and HC • Remuneration and HR - RP, SW and PO | |
| 9. CEO Update | <p>RW presented the CEO update:</p> <ul style="list-style-type: none"> • Progress on new building appears to have stalled. The usage of whole of the University Centre to go to Planning and Resources Committee (PRC). AD and RW to speak to PRC about the SU taking over management of the building and pitching to run the commercial outlets. • Employee survey was conducted about returning to the office, however this is no longer possible until the 19th of July. • Increased funding request has passed all committees and now needs to pass a grace before being finally confirmed. The increased funding is only for one year and the University is likely to seek a reduction in funding from year two. • No success in recruiting for comms and marketing manager maternity cover however we have employed a recruitment agency who have delivered 3 strong candidates. • Staff performance review process has begun and will include 360 appraisals for Sabbs at their request. • SU Strategy: Once Objectives have been agreed the next steps will be to consider the level of ambition and risk the board is comfortable with and develop sub- | |

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| | <p>strategies for HR, Communications, Commercial etc.</p> <p>RW provided a financial update.</p> <ul style="list-style-type: none"> • Likely to come in under the budgeted deficit of £98,000. Year-end figures currently look's closer to £38,000. • Variances - Major variances in expenditure are; <ul style="list-style-type: none"> ○ Depreciation - we will depreciate all IT equipment this year and replace it with new machines for next year. ○ Printing and Stationery - Higher than previous years due to reallocation of printer costs. • Due to the transfer of the GU funds it will look as though we have made a surplus of approx. £70,000 however this will go to a restricted reserve to be only used on postgraduate focussed expenditure. | |
| 10. Annual Policy Review | The board approved the policies as they stand with no amendments. | |
| 11. Strategic Objectives | <p>The 3 Year strategic objectives were approved with no amendments</p> <p>SW asked if there would be an opportunity for staff to feedback on Objectives</p> <p>RW explained that staff would be asked to comment if there were any major issues or errors with the objectives, but consultation had already taken place and only major concerns would be considered at this stage.</p> | |
| 11. AOB | No AOB was recorded | |
| 12. Date of next meeting | W/C 6 th September 2021 | |