



## Cambridge SU Trustee Board – 17.03.2021

Attendance	Absent
<p><i>Voting Members:</i></p> <ul style="list-style-type: none"><li>• Ambrose Chan - <b>AC</b> <i>External Trustee</i></li><li>• Aastha Dahal - <b>AD</b> <i>President (PG), Board Chair</i></li><li>• Alice Gilderdale - <b>AG</b> <i>Welfare &amp; Community Officer</i></li><li>• Andrew Salkeld - <b>AS</b> <i>Student Trustee (UG)</i></li><li>• Ben Margolis - <b>BM</b> <i>President (UG) - Chair</i></li><li>• Gemma Donaldson - <b>GD</b> <i>External Trustee</i></li><li>• Howard Chae - <b>HC</b> <i>BME Officer</i></li><li>• Laura Davies - <b>LD</b> <i>External Trustee</i></li><li>• Pauldy Otermans - <b>PO</b> <i>External Student Trustee</i></li><li>• Ryan Prestil - <b>RP</b> <i>Student Trustee (PG)</i></li><li>• Vanessa Chuang Zhen Xuan - <b>VCZX</b> <i>Student Trustee (UG)</i></li></ul> <p><i>Observers &amp; Guests:</i></p> <ul style="list-style-type: none"><li>• Rich Wiltshire - <b>RW</b> <i>CEO</i></li><li>• Gabbi Foreman - <b>GF</b> (<i>Minute taker</i>) <i>Head of Membership Engagement, Deputy CEO</i></li><li>• Gemma Douglas – <b>GD</b> <i>Senior Advisor</i></li><li>• Grace Anderson – <b>GA</b> <i>Welfare &amp; Insight Manager</i></li><li>• Lisa Déry – <b>LD</b></li></ul>	<p><b>Apologies</b></p>

Item	Discussion	Actions
1. Apologies	<ul style="list-style-type: none"> <li>N/A</li> </ul>	
2. Conflicts of Interest	<ul style="list-style-type: none"> <li>N/A</li> </ul>	
3. Minutes of the previous Board	<ul style="list-style-type: none"> <li>Approved</li> </ul>	
4. Student Advice Service Project Bid	<p><b>The student advice service is seeking approval for release of funds from the restricted reserves to carry out a research project on student grievance procedures.</b></p> <p>GA &amp; GD presented a proposal to access the GU Shared Activity fund to hire a temporary Research Assistant to support the completion of the Student Grievance Project. Due to the nature of the past year, there have been many delays to the project.</p> <p>The paper presented highlighted that the time frame required for submitting a complaint increased impacts on students' Mental Health; this disproportionately affects postgraduate students. The project proposal seeks to identify the impact of the changes, as well as collecting comprehensive data to track a student's complaint journey. The data will inform the university of the student's experience, as well as inform SU campaigns. GA highlighted that is the first project of this style proposed by the SU.</p> <p>GD left the meeting.</p> <p>The project is approved by the board with additional funding to be agreed by RW to ensure incentives can be included for participants time.</p>	
5. HR Services Report	<p><b>HS presented a report on the objectives and priorities of HR at SU for the board to note.</b></p> <p>It was noted that the proposals will have no extra cost to the SU. The report covered the shared values</p>	

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	<p>of the organisation, a professional development plan, culture and behaviour.</p> <p>The board noted the report and thanked HS for their report and all the work they have put towards this.</p> <p>HS &amp; LD left the meeting.</p>	
<p>6. Update on sabbatical officers' priorities and activities</p>	<p>BM &amp; SW updated on priorities on behalf of the sabbatical Officer team:</p> <ul style="list-style-type: none"> <li>• Students returning: Support, Accommodation and Examinations</li> <li>• Data gathering: PG funding survey, Doctoral supervision research project</li> <li>• Proposals for a restructure of term (reading week) passed through All Members Meeting</li> <li>• Academic Rep system has been working well across a number of projects</li> <li>• Providing guidance on a policy re how faculties can interact with academic reps</li> <li>• Progress on engagement in societies' advisory group and societies planning</li> </ul>	
<p>7. Strategy Update</p>	<p>The board received a verbal update on the strategy process, this was noted.</p> <p>GA left the meeting.</p>	
<p>8. CEO Update</p>	<p>RW presented the CEO update:</p> <ul style="list-style-type: none"> <li>• GU accounts are now with Nicholas Cliff</li> <li>• CUSU accounts are with the independent examiners</li> <li>• RW has submitted our bid for the planning round; our block grant</li> <li>• Annual budgeting process has been completed</li> <li>• Predicted a 20% drop in income for the year</li> <li>• People management; staff on furlough until April</li> <li>• A member of staff is going on maternity leave in May</li> </ul>	

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	<ul style="list-style-type: none"> <li>Staffing restructure consultation feedback is being collated to be discussed at the next SMT meeting</li> <li>The SU is planning for an in-person freshers fair in October with contingency plans in place if this is not possible</li> <li>The levies bid went well, however menstrual health products were not approved, this will continue to be provided on a college level</li> </ul>	
9. Interim Goals of the SU	<p>It was suggested to the board that 4-5 goals are set for the Trustee Board to work towards while the SU strategy is still being developed.</p> <p>RW reminded the board about the goals from the merger process.</p> <ul style="list-style-type: none"> <li>Improve postgraduate representation</li> <li>More efficient organisation</li> <li>Improve support for student groups</li> </ul> <p>Organisation objectives:</p> <ul style="list-style-type: none"> <li>Improving communication</li> <li>Securing a long-term building space</li> <li>Successful merger</li> <li>To remain financially sustainable through the Covid-19 pandemic</li> <li>Ensure the staff structure is fit for purpose</li> <li>Build a strategy and put that in place</li> </ul> <p>The board agreed for AD &amp; RW to draft goals to be approved by circulation.</p>	Draft goals to be approved by circulation - AD & RW
11. Risk Register	<p>LD &amp; PO presented the risk register. It was noted this is in addition to the risk register that already exists.</p> <p>The board noted that Risk Registers are generated on an annual basis, however it would be helpful to have additional documentation to identify critical points in the year.</p> <p>A full risk register to be confirmed via circulation or at the next meeting.</p>	<p>Risk register to be built into the Officer Induction – GF</p> <p>Circulate a timeline of key events in the year – AS</p>

Item	Discussion	Actions
		Risk Register to be circulated - RW
AOB	<ul style="list-style-type: none"><li data-bbox="475 461 576 495">• N/A</li></ul>	
Date of the Next Meeting	Wednesday 28 <sup>th</sup> April 2021, 17:00	