

CAMBRIDGE SU TRUSTEE BOARD - 18.10.2023

<p>Attendance Voting Members:</p> <ul style="list-style-type: none"> ● Caredig ap Tomos - CaT <i>Access, Education and Participation Officer (AEP)</i> ● Neil Buchanan NB <i>External Trustee</i> ● Ell Gardner-Thomas - EGT <i>Disabled Students' Officer</i> ● Fergus Kirman - FK <i>Undergraduate President (Chair)</i> ● Myesha Jemison - MJ <i>Student Trustee (PG)</i> ● Luke Patterson - LP <i>Student Trustee (UG)</i> ● Ani Perysinakis - AP <i>Access, Education and Participation Officer (AEP)</i> ● Vareesh Pratap - VP <i>Postgraduate President</i> <p>Observers & Guests:</p> <ul style="list-style-type: none"> ● Gabbi Foreman - GF <i>Interim CEO</i> ● Oli Gray - OG <i>Interim Director of Membership Engagement (minute taker)</i> ● Adam Suggett - AS <i>Director of Commercial and Services</i> 	<p>Apologies</p> <ul style="list-style-type: none"> ● Simon To - ST <i>External Trustee (Deputy Chair)</i> ● Chara Triantafyllidou - CT <i>Student Trustee (PG)</i>
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Item	Discussion	Actions
1. Apologies	<ul style="list-style-type: none"> ● CT, ST 	
2. Conflicts of Interest	<ul style="list-style-type: none"> ● FK explained the rationale and process for declaring conflicts of interest, in line with Article 45 of the SU's governing documents. 	<ul style="list-style-type: none"> ● FK circulate the register
3. Minutes of the previous meeting	<ul style="list-style-type: none"> ● GF confirmed the minutes will be circulated for approval by circulation, or approved at the next meeting. ● OG stated that there is a new committee in place 	<ul style="list-style-type: none"> ● GF will ensure LP has full access to

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	<p>for The Cambridge Student (TCS). Further information will be brought to the next board meeting.</p> <ul style="list-style-type: none"> ● OG provided an update on the relationship between the SU and The Cambridge Student (TCS), offering to explain further outside of the meeting to those that would like to discuss further. ● It was noted there would normally be a finance end of year, however, SMT are still waiting on further information from the accountants. Once the EoY Report has been scrutinised by the Board, it will trigger the next audit process; to come to the next Trustee Board meeting. ● LP asks about the democracy and representation report on commencing the Governance Review. Confirmed that it is behind schedule due to staff vacancies and an extremely busy period, but consultants have been contacted. The tender will likely be approved by circulation, and the Board may wish to create a smaller group (e.g. including LP and ST, who've previously expressed interest), to provide direct monitoring. ● LP asks if the shared drive is accessible to him fully GF notes that she will ensure LP has full access. 	<p>shared drive trustee folders.</p>
4. Matters arising	<ul style="list-style-type: none"> ● None 	<ul style="list-style-type: none"> ●
5. Business since the previous meeting	<ul style="list-style-type: none"> ● N/A 	<ul style="list-style-type: none"> ●
6. Campaigns update from sabbatical officers	<ul style="list-style-type: none"> ● EGT provided a verbal update for ongoing sabbatical officer campaigns, including: <ul style="list-style-type: none"> ○ Reading week campaign ○ Lecture Capture ○ Right to Earn/Work ○ Disorientation Guide ○ Awarding Gaps 	<ul style="list-style-type: none"> ●
7. CEO Update	<ul style="list-style-type: none"> ● Communications - the SU is taking a different approach to social media and email communications. A success is that opening rates to UK bulletins has increased by 156% on last year. ● Communities and Extra Curricular - progress with support for student societies to streamline the registration process. <ul style="list-style-type: none"> ○ VP asked about the SU's social media target is a 50% increase across all platforms; the Board noted that these targets will continue to be reviewed. ● Empowering Change - new Academic Representation 	<ul style="list-style-type: none"> ● GF to circulate the original paper proposing baseline standards for empowering change

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	<p>Coordinator has joined in October who will work to build further relationships with academic faculties.</p> <ul style="list-style-type: none"> ○ FK asked about the timeline for the College Engagement project, and GF assured the Board that it was on track to be complete by the next meeting in December ○ MJ requested a link to see the original baseline standards <ul style="list-style-type: none"> ● Advice and Welfare - the marking and assessment boycott has changed the peak periods for demand for the Student Advice Service ● Commercial Growth - the Freshers Fair was a success and was the first event organised in partnership with Native, the SU's new media sales agency. Staff will debrief with Native in the coming weeks, in particular, to encourage partnerships with more local businesses. ● Our People - all staff will be feeding into this aspect of the strategy at a team away day later in October. ● GF explained a key priority area is establishing strong stakeholder relationships with senior university staff within the university, as well as building connections across the SU sector. ● The new Finance Manager will start in November, a role which forms part of our financial management objectives. ● Following last year's data breach, 100% of SU staff have undertaken new GDPR training, which included an online course and interactive in-person session. <ul style="list-style-type: none"> ○ LP asked if similar training can be offered to student volunteers, GF confirmed SMT is working on a more scalable approach to training, such as online courses. ● As Interim CEO, GF has met with each staff member and sabbatical officer to discuss CEO objectives and priorities. GF is aware of low morale across different areas and is working to improve this. ● Membership of CCSSU has changed, which has led to additional feedback on the By-Law Review, which has created a delay in the review process. ● Student Community Action (SCA) still intend to proceed with the merger with Cambridge SU but this has been delayed over the summer due to absence. 	<ul style="list-style-type: none"> ● GF and OG to continue working on and facilitate the online GDPR training feature for student reps
8. Business Continuity Plan	<ul style="list-style-type: none"> ● GF explained this policy is based on the previous Business Continuity Plan, designed to support the SU ● VP clarified that the CEO is the named primary contact in the policy <p><i>Trustees voted to approve this paper.</i></p>	
9. Risk Register	<ul style="list-style-type: none"> ● GF explained this document provides an overview of 	<ul style="list-style-type: none"> ●

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	<p>risks presented to the organisation, and that there have been no significant changes since last year's review.</p> <p><i>Trustees voted to approve this paper</i></p>	
10. Reserves Policy	<ul style="list-style-type: none"> ● GF explained the major change to this policy is a reduction of commercial income kept as reserves from 100% to 55% to reflect a different business model where our commercial income is now guaranteed. Salary reserves remain unchanged, which takes the reserves target to £299,000. <p><i>Trustees voted to approve this paper</i></p>	<ul style="list-style-type: none"> ●
11. Policy Register	<ul style="list-style-type: none"> ● GF provided an updated timeline for policies to be reviewed. <ul style="list-style-type: none"> ○ CaT clarified that the safeguarding adults policy will not be approved at this meeting. 	<ul style="list-style-type: none"> ● GF to work with HS to create new policies deemed necessary, e.g hybrid working ● Add hyperlinks to policies for Trustees' ease of reference
12. Safeguarding Children Policy	<ul style="list-style-type: none"> ● GF summarised the updates to the Safeguarding Children Policy, including an increased provision for international students' DBS checks, which will need to be reviewed if we receive increased mentor applications from international students. <ul style="list-style-type: none"> ○ LP shared best practice from safeguarding policies of other organisations, particularly with regards to Section 4 of the policy; GF confirmed confidentiality would never be promised during a disclosure. LP added that Section 6 of the policy may be misinterpreted; LP suggested a quick reference poster to complement the policy as part of the training package <p><i>Trustees voted to approve this paper, taking on board the above comments and actions.</i></p>	<ul style="list-style-type: none"> ● Add a line in section 6 stating 'within your capacity as a volunteer' ● Fix links from the policy to the website.
13. Commercial Strategy	<ul style="list-style-type: none"> ● This paper follows an action from June's board meeting to provide more context to the commercial strategy. AS provided a verbal summary of the Commercial Services Sub-Strategy. 	<ul style="list-style-type: none"> ● Add Oxford to benchmark data.

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	<ul style="list-style-type: none"> ● FK suggested benchmarking data from Oxford would be a useful comparable organisation ● VP flagged the importance of a representative sample of students being surveyed as part of the commercial strategy, and is concerned the current sample is not sufficient. ● LP suggested PG sabbatical officers host a drop in session to gather additional student opinion. ● FK welcomed additional customer data ● AP is working with the Admissions Office to gain access to Tableau which will provide further granular data ● VP clarified we can explore charitable donations to the SU in line with the Articles of Association, although this is not currently a commercial priority. 	<ul style="list-style-type: none"> ● Update College and student numbers data to read "2022/23" where necessary to match sources ● Provide additional customer data through qualitative approaches ● Trial asking corporate organisations for donations - Add to Operations Plan if successful
14. Committee Allocation	<ul style="list-style-type: none"> ● NB on finance, ST on Appointments and temporarily HR and Remuneration ● CT on appointments, LP on Finance, MJ on HR and Remuneration ● FK on Finance, EGT on HR and remuneration, CaT on Appointments ● LP clarified that the appointment process for a new external trustee will commence once the appointments sub-committee has met. <p><i>Trustees voted to approve the above sub-committee structure. Further sabbatical officer appointments to subcommittees will be approved by circulation</i></p>	<ul style="list-style-type: none"> ●
15. Trustee Board Skills Audit	<p><i>Trustees are asked to complete the skills audit and respond via circulation</i></p>	<ul style="list-style-type: none"> ● Trustees - Reminder to please complete skills audit. ● FK will chase
16. Secretary to the Board	<ul style="list-style-type: none"> ● ST is leading on a job description for a Secretary for the Trustee Board, with the aim of having someone 	<ul style="list-style-type: none"> ●

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	in the post as soon as possible.	
17. Date of next meeting	<ul style="list-style-type: none"> ● 6pm, Wednesday 6th December 	<ul style="list-style-type: none"> ●
18. Any other business	<ul style="list-style-type: none"> ● GF is continuing to look into training opportunities for trustees. ● VP and FK clarified that the Trustee Board are ultimately responsible for SU staffing, but this is delegated to the CEO. Job descriptions are available on request to trustees. 	