

CAMBRIDGE SU TRUSTEE BOARD - 2.02.2023

Attendance

Voting Members:

- Zaynab Ahmed - **ZA**
President (UG), Chair of Board of Trustees
- Eseosa Akojie - **EA**
Women's Officer
- Ambrose Chan - **AC**
External Trustee
- Elia Chitwa - **EC**
Disabled Students' Officer
- Amelia Jabry - **AJ**
President (PG)
- Myesha Jemison - **MJ**
Student Trustee (PG)
- Daisy Thomas - **DT**
Welfare & Community Officer
- Simon To - **ST**
External Trustee, Deputy Chair
- Chara Triantafyllidou - **CT**
Student Trustee (PG)

Observers & Guests:

- Rich Wiltshire - **RW**
CEO
- Gabbi Foreman - **GF**
Director of Membership Engagement, Deputy CEO (minute taker)
- Adam Suggett - **AS**
Director of Commercial and Services

Absent

N/A

Apologies

- Pauldy Otermans - **PO**
External Trustee
- Neil Buchanan **NB**
External Trustee

Item	Discussion	Actions
1. Apologies	<ul style="list-style-type: none"> • PO • NB 	
2. Conflicts of Interest	<ul style="list-style-type: none"> • EA noted they have a conflict of interest for an item of reserved business 	
3. Minutes of the Previous meeting	<ul style="list-style-type: none"> • MJ to add that in “the SU should be proactive” with regard to responding to concerns related to data. • Approved 	Approved
4. Matters Arising	<p>ZA introduced Adam Suggett, the new Director of Commercial and Services who will attend board meetings now as an observer.</p> <ul style="list-style-type: none"> • AS is working with the HR & Office Team to look into quotes and trialling different training options for the SU. • RW updated that the auditors need to be approved today, as turnover is over £1M, need to use new auditors • ZA updated that the recent UG student trustee could not take up the position as a student trustee due to not being a student for the duration of their term. 	Re-open UG student trustee applications.
5. Business since the previous meeting	<p>The Finance Committee (FinCom) met and looked at the budget and accounts on 14th January. They looked at which would be the best scenario going forward, noting that the board can also review this in the papers.</p> <p>It was noted that the GDPR report is coming up later on the agenda.</p>	
6. Campaign update from sabbatical officers	<p>DT provided the Sabbatical Officer Updates:</p> <ul style="list-style-type: none"> • Shadowing Scheme - flagship access scheme is in its second week • Supporting Cambridge Zero with the green careers fair • Access-a-ball scheme <p>Campaigns</p> <ul style="list-style-type: none"> • CoL research has been compiled 	

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	<ul style="list-style-type: none"> ● Student Consultation Framework is being shared with student reps ● 360+ signatures on lecture capture open letter ● NSS boycott and demands ● Reading week campaign ● UCU strike support <p>Committees</p> <ul style="list-style-type: none"> ● Partner cards ● Intermission Report ● Submitted TEF submission ● WomCam membership has increased 	
7. CEO Update (to note)	<p>RW provided an update.</p> <p>MJ noted they would like monthly updates that are easier to track on the CEO board report.</p> <p>GF clarified the work around defining the SU's offer to Colleges, noting the need for clarity both internally and externally.</p> <p>RW updated that the new staff survey data will come out in April and will be compared against the data from last year to create a benchmark; whilst the data was received a report was not drawn up due to the departure of the Director of Employee Experience. It was agreed this report would be provided by the last meeting of June.</p> <p>RW provided an update in the by-law review, noting that the by-laws have moved from the working group, to the scrutiny group. The board was also updated on the progress of the Sabb review, as mandated by the by-laws.</p> <p>Key areas of work moving forward for RW are big projects; Sabb structure review, by-law review, and potential merger.</p> <p>ZA noted a few successes:</p> <ul style="list-style-type: none"> ● Instagram has met 3k followers ● Bulletin has been doing well ● Growth in Advice and Welfare team, up 15% 	Staff survey report to go to the June Board meeting.

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<p>8. DRAFT Budget (to approve)</p>	<p>RW updated on the budget report, noting there are four possible scenarios.</p> <p>It was noted that budgets across the SU had been reduced; it was noted that the areas most impacted would be Freshers' Fair due to the high running costs that have increased significantly with inflation.</p> <p>The board discussed the Cost of Living increase and how it would affect staff, it was discussed how to manage offering a cost of living increase to salaries.</p> <p>The board explored if there is an option for a staff increase, lower than 10%. It was noted that this was possible, but up to the HR & Remuneration committee. This was 10% as that was inflation when the paper was written. It was noted that a deficit in excess of £50k, would take the SU out of its reserves policy.</p> <p>It was raised that there was concern about the sustainability of the pay increase and hiring a Finance Manager. It was noted using reserves for one off costs for greater income is preferred to using them to offset operating costs</p> <p>RW noted the SU needs the Finance Manager to expand commercially. For example, the SU couldn't open the bar without a Finance Manager.</p> <p>It was noted it would be useful to see some projections on what we think commercial revenue will be in future years.</p> <p>It was noted that the SU can't continue without a Finance Manager, however, the SU also can't continue with a deficit without a plan. ST noted it was a significant risk to the SU. Other SU's have thought of more innovative ways to think of back office solutions. Could we explore this? RW noted it's a challenge, could be a possibility.</p> <p>RW noted last year was a £40k surplus, this year aiming to break even or even a deficit. RW noted that AS will be putting together a commercial strategy. RW agreed that</p>	<p>RW to share updated spreadsheets.</p>

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	<p>the Finance Manager won't just be doing commercial finances, this would include all internal finances, which now includes some society finances, an area the SU wants to grow in. RW noted that finances currently pull on a large proportion of his time</p> <p>It was suggested that an 8% increase for staff on the lowest spine points, and then staggered up but probably everyone who is a Coordinator would be in the 5% band.</p> <p>It was confirmed that the Student Council gets to vote on Sabbatical Officer salaries. It was discussed and agreed that this should not be higher than staff, and should be in line with the Coordinator increase.</p> <p>Two new salary increase scenarios:</p> <ul style="list-style-type: none"> ● Scenario 1 - 5% uplift across the board ● Scenario 2 - Graded increase 8% for coordinators, 5% for managers, and 4% for directors, no uplift for the CEO. <p>The board requested to see the two scenarios reflected in a spreadsheet to compare the numbers; it was agreed this would be shared and voted on via circulation. This would be circulated in addition to last year's budgets and last year's version of the report.</p> <p>EA raised negotiating with a 5% increase, but asking them for 8% if the university agrees to a higher percentage uplift.</p> <p>Agreed, these will be the next steps.</p>	
9. Updated Privacy Policy	GF provided an update on the privacy policy, noting that the SU continues to seek guidance on strengthening the policy.	
10. Student Council Motion on Data Inquiry	ZA provided an update regarding the Student Council Motion on Data Inquiry, discussing a potential data breach. It was noted that students were very concerned and upset	

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	<p>about this, and this came to the Student Council. It was noted that students did not necessarily differentiate between the SU as an organisation and a member-facing charity, and therefore a procedural motion was proposed and voted down to move the handling of this matter to the Trustee Board. There was a misunderstanding as there was the belief that the trustees would be investigating themselves.</p> <p>RW noted for clarification; RW is the Senior Information Risk Officer, not a Data Protection Officer, as the SU is not large enough to have a Data Protection Officer. Any data incident is RW's responsibility.</p> <p>The board discussed what the options were surrounding the discussion around the Data Inquiry motion, taking into consideration the remits of the Student Council, and the responsibilities of the Trustee Board. It was discussed that it is clear in by-laws and within jurisdiction of the board; it was noted there are clear protocols that need to be followed, as a charity it must act within the rules as they are laid out. It was further noted that the board must build and maintain trust with students, and take the matter seriously.</p> <p>The board voted to investigate this matter, rather than follow the student-led process. The board expressed its commitment to showing students the SU takes student concerns very seriously. As there are concerns around impartiality and independence, the board would outsource the investigation to an external body with proper knowledge and expertise, who will keep students informed of this and ensure there is space and opportunity for students to air their concerns which were raised.</p> <p>Unanimous vote in favour.</p>	
11. Date of next meeting	30th March 2023	
12. AOB		