

CAMBRIDGE SU TRUSTEE BOARD – 04/12/2024

<p>Attendance <i>Voting Members:</i></p> <ul style="list-style-type: none"> • Sarah Anderson - SA <i>President (UG) (Chair)</i> • Sumouli Bhattacharjee - SB <i>President (PG)</i> • Katie Clarke - KC <i>Access, Education & Participation Officer (UG)</i> • Matthew Copeman - MC <i>Student Trustee (UG)</i> • Gemma Donaldson - GD <i>External Trustee</i> • Demetrius Floudas - DF <i>External Trustee</i> • Anoushka Kale - AK <i>Student Trustee (PG)</i> • Neela Maadhuree - NM <i>Access, Education & Participation Officer (PG)</i> • Stefan Mitikj - SM <i>Student Trustee (PG)</i> • Lewys Thomas - LT <i>External Trustee</i> • Simon To - ST <i>External Trustee (Deputy Chair)</i> <p><i>Observers & Guests:</i></p> <ul style="list-style-type: none"> • Jim Gardner - JG <i>Interim 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> • Neith Charlesworth - NC for item 8 <i>Activities Manager</i> 	<p>Apologies</p> <ul style="list-style-type: none"> • Elleni Eshete - EE <i>Welfare and Community Officer</i> <p>Absent</p> <ul style="list-style-type: none"> •
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Item	Discussion	Actions
1. Apologies and welcome	EE (KC, NA and LT joining late to the meeting)	
2. Conflicts of Interest	None reported	

Item	Discussion	Actions
3. Minutes of the previous meeting	ST flagged on page 4, by-law 4, change in terminology should be consulted with students (rather than would be consulted).	
4. Matters arising	The board agreed for MC to join the RHR Committee, and AK to join the Appointments Committee.	
5. Business since the previous meeting	LT provided a verbal summary of business from the Finance Committee. Trustees agreed that the audit report will be received by the trustee board, and accounts will be sent to Finance Committee.	
6. Campaigns update from sabbatical officers	SB provided a verbal summary of the sabbatical officers' campaigns. The board discussed increased engagement with Student Council.	
7. SMT Update	GF provided a verbal summary of the SMT report, including new staff training. The board welcomed the EDI training for staff and sabbatical officers.	
8. Activities Team update	NC provided a summary of the Activities Team report. The board welcomed the increased student engagement reported and progress with society registrations.	
9. Variance Report	OG presented the variance report and highlighted outliers in charity and commercial income and spending.	
10. Risk Register	<p>GF introduced the Risk Register and noted the format of the document will be reviewed ahead of the next trustee board.</p> <p>JG proposed a new risk management policy and suggested any expertise from trustees with experience. ST suggested reviewing the individuals responsible, and to review the RAG rating scoring and how to show the history and changes of a risk.</p> <p>GD suggested GCLA reviews the structure of the risk register to provide insights to inform changes in staff resource and finance allocation, JG agreed with this and suggested a number of methods for scoring each risk.</p>	<p>JG to create a risk management policy.</p> <p>GCLA to review the risk register.</p> <p>GF to summarise top 5 priority risks.</p>
11. CEO Recruitment	<i>This item was discussed in reserved business.</i>	
12. Date of next meeting	4pm, Wednesday 29th January 2025	
13. Any other business	Trustees agreed to sign over Gender Agenda to the Women's Campaign in their new form as a representative student group, including future financial revenue.	GF and SA to draw up an agreement with WomCam.