

Board Meeting July 2021 Minutes

<i>General Business</i>	1	Welcome	<p>The Chair welcomed the attendees, including the new Sabbatical Officers, and Trustees Alex Gooch and Megan Wright.</p> <p>Hollie Gregg (Student Trustee) and Jessie Leong (External Trustee) had also joined the Board for their first official meeting.</p> <p>Noted that there would be one vacancy for an External Trustee after the current Chair's departure. Action: CEO to send skills audit to all trustees for completion</p>
<i>General Business</i>	2	Apologies for Absence	<p>Peter Knights, Finance Manager.</p> <p>The CEO would speak to the Finance items on the Agenda. The Chair accepted these apologies.</p>
<i>General Business</i>	3	Conflicts of Interest	None Recorded
<i>Standing Item</i>	4	Remarks from the Chair	The Chair noted that this was her last formal meeting and that she would be handing over to LC who student council had approved as the incoming chair.
<i>For approval</i>	5	Minutes and Actions May21 meeting	<i>The Minutes of the May meeting were agreed as an accurate record.</i>
<i>For information and approval</i>	6	CEO Report	<p>The CEO report was approved with the following points raised:</p> <p>Non-Voters survey. AG – where was this promoted. BA responded that 200 responses were received and promo via brightspace and Social Media.</p> <p>Noted that Course Rep numbers had been reduced in 20/21 but that this was expected to recover from Oct 21 with on-campus promotion now possible.</p> <p>Course Rep reduced numbers is a reputational risk for the SU, BA and ST to provide an update for Board at the end of October 21.</p> <p>September return plans: ST provided the following update:</p> <ul style="list-style-type: none"> Students due to return to in-person teaching in September with a hybrid model in place for larger groups (lectures) using OWLS;

			<ul style="list-style-type: none"> • Freshers week (including the bar crawl and Fair) would go ahead if restrictions were lifted as anticipated. • ST member of Recovery Planning Group, so involved in the University's plans for re-opening Campus. <p>LC asked whether the SU had a sense about how students felt about the return to campus. ST responded that there was definitely interest in Freshers 'in person' but that Freshers numbers in terms of attendance would be included in the October 2021 CEO report.</p>
<i>For information and approval</i>	7	President's Introduction	The Presidents outlined their manifesto items for the Trustee Board.
<i>For information and approval</i>	8	Finance, Month 11 Management Accounts	<p>As outlined by July Board, a 9 seater minibus had been purchased and would be branded as SU. The current 16 seater minibus was now not in use (the cost of insurance and training drivers is an estimated 4k and therefore questionable VFM). Action A decision would be taken on this bus by the CEO/Chair from March 22, as the bus now formally belongs to the SU.</p> <p>Events income, as anticipated had been hit by the pandemic as outlined in the finance papers.</p> <p>Budget 21/22 plans for this to recover given that restrictions will have been lifted by Freshers.</p> <p>Budget 21/22 as agreed by Trustees would draw on the reserves built up during the pandemic to relaunch student facing activities.</p> <p>The University had agreed the discretionary element of the block grant (£55,618) for 21/22.</p> <p>Shop SU due to re-open in Sept 21. Action: Trustees agreed that Shop SU's performance should be reviewed in January 22, with the Integrated Care Academy due to open in the same building in April 22.</p>
	9	Items for Student Council for Board discussion	BA introduced the proposed By-law changes, including to By-law 3, these related to introduction of the LSC London Officer.

			<p>Trustees queried whether this would be in place for other Campuses. BA explained the process for creating new roles and how this is approved via Council, noting that the SU would welcome further representation from partnerships.</p> <p>Board noted that the LSC campus officer would bring additional workload/responsibilities to the SU and that this should be reflected in requests for additional budget/support from the University.</p> <p>LC/BA/ST to discuss scope governance review and the make up (eg. DPC, Council, Activities, External Trustee) working group to enable this – would meet separately and update at October Board.</p> <p>Hybrid meetings proposal for Student Council will be presented by BA at October Trustee Board.</p> <p>LC/ST Strategic Review – LC/ JM queried how these fits with the Governance Review. ST updated that that the strategic review would impact the key operational priorities of the organisation, the Governance review how decisions re made within the SU.</p> <p>ST would arrange for the Vice Chancellor to meet with the new Chair in the Autumn term.</p>
<i>General Business</i>	10	SUBT Board Development Day, Strategy update (19 November 2021- hopefully in person) SUBT 1 March 2021 (online)	Board were appraised of the in-person development day taking place on Friday 19 November. This would include an update on the strategic review from Coole insight and an opportunity to tour the campus and meet the staff team.
<i>AOB</i>	11	AOB and Date of next meetings	AG asked what the Board would like to propose regarding meetings. Trustees were invited to comment.

			<p>AC noted that Trustees should have an opportunity to experience campus, but that there were benefits in terms of their professional commitments to having meetings online.</p> <p>The Chair agreed that a Hybrid model would be of significant benefit, where trustees could attend as required and that the University has software to support this. Action: The Chair asked the CEO to propose a model as below:</p> <ul style="list-style-type: none">- 19 October 2021 would be via zoom- 19 November Board Development Day would be in-person 1030-3pm- February Board would be via zoom, with hybrid options- May 22 Board would be in person- July 22 Board would be via zoom, with hybrid options. <p>Trustees would review this approach at the July 22 Board.</p> <p>Action: Trustees to consider/agree the approach above.</p> <p>ST thanked JM for her term as chair, noting that she had now undertaken this role for 6 years.</p> <p>JM thanked the team, commended the incoming chair and wished the SU the very best.</p>
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