

Board Meeting October 2021 Minutes

<i>General Business</i>	1	Welcome	The Chair welcomed the attendees. The Chair confirmed that the meeting was quorate.
<i>General Business</i>	2	Apologies for Absence	<p>Peter Knights, Finance Manager. The CEO would speak to the Finance items on the Agenda.</p> <p>Hollie Gregg, Student Trustee</p> <p>The Chair accepted these apologies.</p> <p>It was noted that Daniel Betts, Student Trustee, was not in attendance</p>
<i>General Business</i>	3	Conflicts of Interest	AG, MW, ST, PK, BA have conflict with item 7. Staffing matters are discussed within CEO report
<i>For approval</i>	4	Minutes and Actions July 21 meeting	<p>The Minutes of the July meeting were agreed as an accurate record.</p> <p>Actions from May 2021 meeting:</p> <p>ST reported that the Skills Audit had been sent out to Trustees for completion</p> <p>An update about the course reps and numbers in attendance for Freshers will be given in item 6.</p> <p>The action regarding the SU bus had a deadline on March 2022.</p> <p>The action regarding the review of the SU Shop's performance had a deadline of January 2022.</p> <p>Arrangements have been made for the Vice Chancellor to meet with the Trustees at the Development Day.</p> <p>Dates for meetings and move to hybrid meetings – The Trustees approved the move to a hybrid approach for the Board meetings. ST asked Trustees to inform her if the dates were not suitable.</p>

		Action – ST will send out calendar invitations to Trustees for the Board meetings this academic year.
<i>For approval</i>	5 Presidents' Report	<p>The Presidents provided an update on progress on their manifesto items.</p> <p>AG</p> <p>Graduate skills – would like a week-long event with different teams coming in to support students with various graduate skills. This would be planned to take place after Christmas.</p> <p>Sustainability – Second hand clothes fair was a success at Freshers. Will look to hold another fair after Christmas. Feedback from the fair was that students would like the clothing to be cheaper.</p> <p>Eco-Refills – The company was not able to attend Freshers and no other company was available as an alternative.</p> <p>Mental Health training for personal tutors – This had been discussed with Ellen Buck. Mental health training forms part of the training in the transition to personal academic coaches.</p> <p>MW</p> <p>Enhancing wellbeing – MW has had conversations with Student Life team. Discussions are taking place around the new building as a wellbeing quarter.</p> <p>Green space – Estates are looking at the plans for the new building and how green spaces will be incorporated. MW looking to get student involvement.</p> <p>Bike racks – These are on order. Delays are being caused by covid.</p>

		<p>Local businesses – Event held at Pernickety Pots at Freshers was very successful. Discussions with Avid Climbing about holding a ‘give it a go’ session to see if there is interest. Discussions with The Hold about being able to offer work experience to students. Discussions with Inspire Suffolk over the logistics of holding social sports there.</p> <p>Trustees asked about the issue with Inspire Suffolk. It was reported there had been a number of teething issues and discussions would continue. It was noted that social sports continue to be popular and the SU bus has been used to transport students to different venues.</p> <p>AC noted that he would be meeting with Suffolk Football Association’s new development manager and would discuss whether Inspire Suffolk would be eligible Football Foundation membership.</p> <p>Update was approved</p>
<i>For approval</i>	6	<p>CEO report</p> <p>BA left the meeting during this discussion due to conflict of interest</p> <p>Difficult first few weeks of term with Freshers, and the pressures on SU staff during that time. ST proposed that a sum of £10,000 be approved for additional administration support.</p> <p>There was a training budget for each member of staff.</p> <p>Interviews had taken place and a survey would now be sent out to students. Influencers would be incentivised to promote the survey to students. Students at partner institutions would also be incentivised.</p> <p>Action ST to provide update at Development Day in November and to Trustees in January 2022 Board meeting</p> <p>Discussions were ongoing to continue to develop sports.</p>

		<p>1000 people had attended Freshers which was greater than in 2019. Events were well attended which was heartening. A review of Freshers would be undertaken to take on board feedback and determine which events were value for money.</p> <p>The SU had entered into BUCS and attendance at sporting activities was in line with previous years.</p> <p>Significant increase in demand on SU Advice service due to students from partners seeking support.</p> <p>Take the numbers for autumn elections as read.</p> <p>Teething problems with re-opening SU Shop which were out of the control of the SU.</p> <p>The Trustees asked what was in place to support SU staff wellbeing and mental health.</p> <p>Action: ST to undertake a people resource mapping for staffing Freshers following the strategic review.</p> <p>Trustees approved the proposal to spend £10,000 on additional administrative support</p>
For approval	7	<p>Management Accounts</p> <p>It was noted that the accounts were for 1 month of the accounting year (August). September's accounts would be available 20 October 2021</p> <p>Context for the management accounts is provided with the papers.</p> <p>Action: A decision would be taken on the bus by the CEO/Chair from March 22, as the bus now formally belongs to the SU.</p>

			Action: Trustees agreed that Shop SU's performance should be reviewed in January 22,
<i>For information</i>	8	Append, Honorarium, SU Staff	SU Staff will be paid one off honorarium in line with University staff in October payroll. This will put the SU over the agreed October staffing budget but not impact the year end position.
<i>For approval</i>	9	Hybrid Council: How it will work Required Changes to By-Law 2	<p>BA returned to meeting</p> <p>Changes to by-law 2 were proposed to offer Student Council meetings as a hybrid model.</p> <p>It was noted that the by-law stated that 5 days' notice would be given if the meeting would be entirely online. This has been amended to take into account health and safety measures and government lockdowns.</p> <p>Trustees were concerned that Council members would be attending the first hybrid meeting without having agreed to the model. Information regarding the hybrid model would be given in the training for course reps, members would be communicated with to ensure they had read the paper and the proposal would be the first agenda item at the Council meeting after the election of the Chair.</p> <p>Trustees approved the proposal on the basis that the first meeting can be hybrid and must be discussed with members at the meeting.</p>
<i>For approval</i>	10	Governance Review Working Group proposal	<p>Proposal made for Governance Review Working Group. Proposed membership and scope of group noted. Report would be expected from reviewer in the Spring term.</p> <p>Trustees approved the proposal.</p>

<i>For discussion and approval</i>	11	Proposal for Associate Membership	<p>Proposal made for associate membership of the SU for students at partner institutions who study validated courses. The Trustees noted that they would want students at franchised partners to have full membership as far as possible.</p> <p>Fulfilling this would involve additional resources and increase in block grant.</p> <p>It was noted that the proposal was practical but not in the spirit of the SU wanting to provide full services to all students.</p> <p>Trustees agreed that further information was required before they could approve the proposal.</p> <p>Action: Meeting to be arranged with Director of Finance and Planning and Deputy Vice Chancellor to discuss the proposal and to report back to the Board</p>
<i>To note</i>	12	Dates of next meeting	<p>19 November Board Development Day in-person (10.30-3pm)</p> <p>22 February 2022 Board (4pm – 6pm) would be via zoom, with hybrid options</p> <p>10 May 22 Board (4pm – 6pm) would be in person with hybrid options</p> <p>12 July 22 Board would be via zoom, with hybrid options.</p> <p>Action: Trustees would review this approach at the July 22 Board.</p>