

CAMBRIDGE SU TRUSTEE BOARD - 14.12.2022

<p>Attendance</p> <p><i>Voting Members:</i></p> <ul style="list-style-type: none">● Zaynab Ahmed - ZA <i>President (UG), Chair of Board of Trustees</i>● Eseosa Akojie - EA <i>Women's Officer</i>● Ambrose Chan - AC <i>External Trustee</i>● Elia Chitwa - EC <i>Disabled Students' Officer</i>● Amelia Jabry - AJ <i>President (PG)</i>● Myesha Jemison - MJ <i>Student Trustee (PG)</i>● Daisy Thomas - DT <i>Welfare & Community Officer</i>● Simon To - ST <i>External Trustee, Deputy Chair</i>● Chara Triantafyllidou - CT <i>Student Trustee (PG)</i> <p><i>Observers & Guests:</i></p> <ul style="list-style-type: none">● Rich Wiltshire - RW <i>CEO</i>● Gabbi Foreman - GF <i>Director of Membership Engagement, Deputy CEO (minute taker)</i>● David Quan - DQ <i>Student Trustee Elect (UG) (observer)</i>	<p>Absent</p> <p>N/A</p> <p>Apologies</p> <ul style="list-style-type: none">● Pauldy Otermans - PO <i>External Trustee</i>● Neil Buchanan NB <i>External Trustee</i>
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Item	Discussion	Actions
1. Apologies	<ul style="list-style-type: none"> • NB • PO 	
2. Conflicts of Interest	N/A	
3. Minutes of the Previous meeting	<ul style="list-style-type: none"> • Approved 	Approved
4. Matters Arising	<p>PO - Will Sabbs and staff be meeting new VC now they have been appointed. New VC will be meeting with Sabbs and SMT in the new year.</p> <p>RW Contracts not yet updated to extend notice periods as will require consultation with staff.</p>	
5. Business since the previous meeting	<p>KKB stepped down from board and DT to replace them following vote of the Sabbatical Officer team.</p> <p>Appointments Committee</p> <p>Met and considered applicants for UG student trustee position and DQ was appointed. ST was appointed as Chair of the Appointments Committee.</p> <p>HR and Remuneration Committee</p> <p>Met via circulation. Appointed EA as Chair Made two recommendations to board. One off 8.63% payment to staff and increase to CEO salary.</p> <p>Finance Committee</p> <p>Met virtually on Thursday 3rd Nov. Started discussion on SU Budget. MJ was appointed as Chair.</p> <p>Board page on website has been updated and ZA requested that anyone who hasn't submitted bios to do so.</p>	
6. Campaign	EC to update on the Sabb's current campaign work which	

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update from sabbatical officers	<p>includes;</p> <ul style="list-style-type: none"> ● Campaign on the cost of living. Surveys to UG and PG in progress ● Decolonisation - Plans for an online Hub. Workshops have taken place so far, and more to come ● Reading Week - will be going to a ballot of Regents House ● Disciplinary Reform. Working with OSCCA. Action at Senate house. ● Intermission report- Released to key MH stakeholders. Review of mitigations and adjustments ● Lecture recording and accessibility - open letter sent to departments. ● Shadowing Scheme is coming up in January. Safeguarding training to over 100 mentors. ● Improving PG supervision ● ZA working on the consultation framework ● Student Led Teaching Awards (SLTAs) ● Support for student sex workers guide ● Interfaith week 	
7. CEO Update (to note)	<p>RW noted that the format of the CEO reports had changed to reflect progress against the Strategy. RW updated on the progress against each of the strategic objectives and the CEO objectives.</p> <p>The start date for the new Director of Commercial and Services was confirmed as January 12th.</p>	
8. Budget Variance Report (to note)	<p>RW provided an update on the Budget Variance Report, noting that the SU expecting a smaller deficit than budgeted, however, a cautious financial approach is still recommended.</p> <p>It was clarified that the negative value for the Childcare Office Grant is due to an overspend in the last financial year, which was repaid this year.</p> <p>ST asked for clarification on how we'll meet this deficit. RW noted the SU holds more reserves than our reserves policy requires. A smaller deficit budget is preferable, however, didn't want to cut the services provided.</p>	

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	<p>ST asked for clarification about the digital screens, and the other income from commercial, although noted, will be recovered later on in the year. Noted a change in invoicing terms in the contract.</p> <p>ZA asked about digital screens; RW noted the majority of digital screens income comes in Michaelmas.</p> <p>EC asked for clarification on donations and noted it as GU reserves and college SLTA donations.</p>	
9. Communications and Marketing Report (to note)	GF provided a verbal update on the Communications and Marketing report.	
10. Trustee Board Skills Audit Report (to note)	<p>RW provided an update on the Board skills audit, highlighting the gaps relating to Business Development, Marketing, IT Services and Property & Facilities. It was noted that SMT could also provide support where there are knowledge gaps.</p> <p>It was noted that training and development opportunities could be provided for trustees. However, it was further noted that it is important to be aware of skills gaps but that consultants and advisors can be brought in for specific knowledge as and when issues arise, noting how the board can mitigate this need.</p>	
11. GDPR Compliance Report (to note)	<p>RW provided a verbal update on the GDPR audit report, highlighting areas where the SU needs to update processes or undertake additional training. Following discussions with the Information Commissioner's Office (ICO) and the University's Senior Information Risk Officer noted, it was confirmed that policies are compliant, but the SU can strengthen these moving forward, which it will do.</p> <p>An update was provided on a potential issue; this was confirmed not to be a data breach but highlighted how the SU could strengthen its processes. MJ noted that the SU must be proactive to responding to concerns related to</p>	RW to create a formal data breach response process

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	data.	
12. Acceptable Use of IT Policy (for approval)	Unanimous vote (8 votes in favour).	
13. Health and Safety Policy (for approval)	<p>It was noted that there is a current culture of working a lot of additional hours, it was noted that the staff team can continue to tackle this.</p> <p>Unanimous vote (8 votes in favour).</p>	
14. Date of next meeting	<p>It was noted the desire to host an in-person Trustee Board meeting in person on either the 2nd of February or the 30th of March, ZA to share dates via email to be confirmed via circulation.</p> <p>Provisionally agreed on the 2nd of February so as not to clash with Ramadan.</p>	
15. AOB	<ol style="list-style-type: none"> 1. Committee Allocation was reiterated and confirmed. It was noted DQ will join HR & Remuneration following ratification, and CT will join appointments. 2. ZA highlighted that after discussion with ST, ZA & ST will bring an item to the board about tracking governance of the board, to better support in acknowledgement of the high turnover. 	