

CAMBRIDGE SU TRUSTEE BOARD - 27.04.2023

Attendance

Voting Members:

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

Observers & Guests:

- Luke Patterson - **LP**
Observer
- Rich Wiltshire - **RW**
CEO
- Gabbi Foreman - **GF**
Director of Membership Engagement, Deputy CEO (minute taker)
- Adam Suggett - **AS**
Director of Commercial and Services
- Oli Gray - **OG**
Activities Manager (minute taker)
- Gemma Douglas - **GD**

Absent

- Neil Buchanan **NB**
External Trustee
- Myesha Jemison - **MJ**
Student Trustee (PG)

Apologies

- Ambrose Chan - **AC**
External Trustee

Advice & Welfare Manager	
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Item	Discussion	Actions
1. Apologies	<ul style="list-style-type: none"> AC 	
2. Conflicts of Interest	<ul style="list-style-type: none"> N/A 	
3. Minutes of the Previous meeting	<ul style="list-style-type: none"> Approved. 	
4. Matters Arising	<ol style="list-style-type: none"> ZA provided an update on the handover plans for the interim-CEO ZA provided a plan for board development 	
5. Business since the previous meeting	<ul style="list-style-type: none"> Appointments Committee has been busy with Student Trustee and CEO recruitment There are no updates from HR & Remuneration Committee or Finance Committee 	
6. Campaign update from sabbatical officers	<p>DT provided an update</p> <ul style="list-style-type: none"> Reading Week proposals are going to multiple committees throughout the university structures Lecture Capture campaigning work continues There is a student rent strike at Kings College SU, DT is working closely with students to support them - the SU is providing logistical support by providing a holding account for withheld rent Intermission campaigning is underway The SU is providing information to students about the UCU marking boycott SU produced a fly-sheet in opposition to the universities plans regarding to the marking boycott due to how they contribute to the awarding gap Working with the university on the evidence gathering relating to divesting from fossil fuels Consultation framework Fitness to study Plant based Universities - supporting as passed 	

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	<p>through council</p> <ul style="list-style-type: none"> ● By-elections ● NUS Liberation conference ● STLAs 	
7. Advice Service Report (to note)	<p>GD provided an update on the Advice Service.</p> <ul style="list-style-type: none"> ● It was noted there was a total of 450 service users, 442 student cases - this was the first year of over 400 students accessing the Student Advice Service ● An average time spent on a student case is 3 hours and July, May and June are busiest times of the year ● Supported students from all colleges and ICE, around 10-20 colleges each. Of this, there is an even split between UG and PG students. ● Top 3 issues: <ul style="list-style-type: none"> ○ Exam related ○ Intermission ○ Complaints processes ● Other activities include 19 welfare training sessions for welfare representatives within colleges, sports clubs, societies and campaigns ● Launched gender expression fund supporting trans students ● Continued to develop website information to improve accessibility to centralised information across a range of topics. ● Collaborating with the Cambridge period project, scheduled to end at the end of the Easter Term ● The Team has continued to work with the university, feeding into the external Strategic Review of Mental Health Provision and Services and was consulted by the university on the new Reach Out campaign which focuses on Welfare and suicide prevention. <p>GD confirmed there is a decrease in the teams capacity due to a team member leaving during Lent Term, and they are currently in the process of recruiting a BME Advisor based on student demand. It was further noted the team are keen to improve the feedback mechanism and response rates.</p> <p>It was noted that the top three colleges that work with the Student Advice Service are all mature colleges.</p>	

Item	Discussion	Actions
	<p>ZA praised the value of the resources published by the Advice Service, particularly the exams resources, which are accessed by many students and shared by colleges. ZA asked for the next report to the Board to include statistics on the number of students accessing the online resources. GD thanked ZA for their feedback on the online resources, and added the email sharing this last year was the SU's most opened bulletin. GD is working with the Communications & Marketing Team to gain a greater understanding of website analytics.</p> <p>ZA thanked GD for their report. GD left the meeting.</p>	
8. CEO Update (to note)	<p>GF provided an update from the CEO report:</p> <ul style="list-style-type: none"> ● Meetings with key university stakeholders continue to be scheduled, with recent meetings with Alice Benton (Head of Education Services) and Bhaskar Vira (Pro-Vice-Chancellor for Education) to discuss the SU's role as a critical friend and establishing more partnership working opportunities. Future meetings include an introduction meeting of the new Vice-Chancellor, Deborah Prentice ● No update on the block grant which we were expecting by the end of April This presents budgeting challenges for planning next year's activities. <p>ZA thanked RW and GF for their report.</p>	
9. Budget Variances Report (to note)	<p>GF presented the variances report:</p> <ul style="list-style-type: none"> ● Income from the Shop has reduced due to a lower demand for hard binding, though it is still a commercial opportunity. CCSSU is useful in providing feedback around the demand for this service. ● Costs for Fresher's Fair were higher than planned due to inflated costs, and a raise in fuel prices. ● Increased cost from UIS (University Information Service) was not budgeted for. ● Spending was higher than budgeted for legal fees. GF suggested the board should plan to pay 	

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	<p>increased legal fees in the future given recent events and the current political climate.</p> <ul style="list-style-type: none"> ● Travel & Subsistence needs to be recoded as the current data is not accurate, SMT are correcting this. ● Bank charges need to be recoded as the currently presented data is not accurate. This is largely club and society website handling fees. <p>ZA asked if we are now offering a hard binding service, GF confirmed this.</p> <p>RW explained increased costs with regard to UIS are to do with the servers being installed in an alternative location which creates an additional cost. AS is working on migrating our systems to a cloud based service which will remove the need for a physical server, saving costs in the future.</p>	
<p>10. Citizens UK Affiliation Paper (to approve)</p>	<p>DT provided an update on the Citizen UK Affiliation Paper. DT noted that this aligns with the community aspect of their role.</p> <p>Citizens UK is a National organisation that sets up smaller branch organisations which bring together local institutions and community groups. These groups then learn skills for 'community organising' and win different campaigns based on this. The Living Wage Campaign originally came from Citizens UK.</p> <p>DT will take this to the Student Council for feedback, noting will ask for £500 from the Council free budget.</p> <p>The board voted to approve Citizens UK as a new affiliation. 8 in favour 1 abstention</p>	
<p>11. DBS and Ex-Offenders Policy (to approve)</p>		<p>To Approve by circulation</p>

Item	Discussion	Actions
12. Equality and Diversity Policy (to approve)		To Approve by circulation
13. Date of next meeting		
14. AOB	<ul style="list-style-type: none"> ● Trustee terms ending ● Comms Team - unbudgeted expense, coming to the next meeting ● Thank you to Rich from all of the board. The board acknowledged that this would be RW's final Trustee Board meeting, and thanked him for all of the hard work and dedication he's given to Cambridge SU over the years. 	