

CAMBRIDGE SU TRUSTEE BOARD - 29.09.2022

<p>Attendance Voting Members:</p> <ul style="list-style-type: none"> ● Zaynab Ahmed - ZA <i>President (UG), Board Chair</i> ● Kefeshe Bernard - KB <i>BME Officer</i> ● Eseosa Akojie - EA <i>Womens' Officer</i> ● Myesha Jemison - MJ <i>Student Trustee (PG)</i> ● Ameila Jabry - AJ <i>President (UG)</i> ● Pauldy Otermans - PO <i>External Trustee</i> ● Elia Chitwa - EC <i>Disabled Students' Officer</i> ● Simon To - ST <i>External Trustee (unratified)</i> ● Ambrose Chan - AC <i>External Trustee</i> ● Arslan Basit Sheikh - ABS <i>Student Trustee</i> <p>Observers & Guests:</p> <ul style="list-style-type: none"> ● Rich Wiltshire - RW <i>CEO</i> 	<p>Absent</p> <p>Apologies</p> <ul style="list-style-type: none"> ● Neil Buchanan NB <i>External Trustee</i> ● Chara Triantafyllidou - CT <i>Student Trustee (unratified)</i> ● Gabbi Foreman - GF <i>Director of Membership Engagement, Deputy CEO</i>
---	--

Item	Discussion	Actions
1. Apologies	<ul style="list-style-type: none"> ● Neil Buchanan NB <i>External Trustee</i> ● Chara Triantafyllidou - CT <i>Student Trustee</i> ● Gabbi Foreman - GF <i>Director of Membership Engagement, Deputy CEO</i> 	
2. Conflicts of Interest	N/A	

3. Minutes of the Previous meeting	<ul style="list-style-type: none"> ● Approved 	Upload onto SU Website
4. Matters Arising	None	
5. Campaign update from sabbatical officers	<p>AJ to present update</p> <ul style="list-style-type: none"> ● Officer group releasing cost of living demands next week. 5 demands re cost of living in Cambridge. Biggest campaign at the moment. ● Reading week making good progress. Working group meeting 10th October and will attempt to push it over the line this year. ● NA working on lecture capture; exam and assessment reform; NSS boycott demands; and Shadowing Scheme. ● DT Intermission report; resources for welfare officers and living wage table ● ZA Decolonisation and student consultation framework ● KB LGBTQ+ students of faith support; Interfaith week; Reparations and legacy of slavery report ● EC intermission report; supporting DSC; Accessibility campaign ● AJ Climate campaigning; pushing university to set targets; working with education services to teach <p>ZA asks if there are questions</p> <ul style="list-style-type: none"> ● MJ Now that new VC announced what are sabbs top priorities for first meeting with her? ● AJ Not full answer, but main priorities are cost of living. New VC not starting until July. Have met with interim VC and raised current projects so he is aware. ● PO Very important to develop relationships with key senior people in University. New VC may make changes to structures without consultation. Senior members may want to push through projects before new VC arrives. ● AJ Officers sit on 80 committees altogether. In response to MJ have achieved 10% increase in stipend from UKRI. Pushing for more funding for masters students ● ZA Anjum (previous President PG) sat on VC appointment committee and new VC was her preferred candidate.. At least one meeting in future with SMT, Sabbs and new VC in the future. 	
6. CEO Update	<p>RW - Summary of Report</p> <ul style="list-style-type: none"> ● Move to University Centre offices complete and staff seem very happy with new space, but still works going on to the building. Hybrid working plans changed to allow 3 days a week from home due to building disruption 	

	<ul style="list-style-type: none"> ● Freshers fair next week. Commercial sales are down on expectations, but very close to budget. ● Merger discussions with SCA. Volunteering to move into SU remit. Early days in discussions, but progressing. ● Changes to staffing Lisa Dery has left to go to Trinity Hall as Head of Welfare. Recruiting for Director of Commercial and Services. Strong Diverse Panel. RW, GD, AJ and ZA shortlisting ● Salary benchmarking exercise. Other SUs offer wider range of salaries so we have adapted scale to offer a bigger range of salaries. ● Final Strategy document is complete and will launch week after freshers. ● Year end finances finished year better than expected. Commercial income is not quite back to pre-pandemic levels as yet. Scope to put media sales out to tender. ● Costs significantly increasing which may increase year end deficit for 22-23 <p>EA - Salary Point Document not attached RW will add to Trustee drive.</p> <p>EA - Clarification does scale only affect new staff?</p> <p>RW - No it increases spine point banding for all staff. No one gets automatic pay rise, but will allow staff to move up scale further.</p> <p>EA - Is this in addition to inflationary increase of salaries?</p> <p>RW - Yes that is the remit of HR and Remuneration committee</p>	
<p>7. DRAFT Year End Finances 2021-22</p>	<p>RW Draft has not been through accountants yet and will need to be audited.</p> <p>Significant variance to predicted budget. Budgeted to make deficit of £76k, but will actually finish year close to break even</p> <p>Most significant variances are under spend on staffing and income generation. Lower commercial income than predicted.</p> <p>Questions</p> <p>MJ - Staff turnover. Have we made progress in planning for staff turn over.</p>	

	<p>RW - Looking to increase notice period for manager. Will involve changing contracts so not short term. Improving in understanding when people are looking to move on, but there will always be a gap</p> <p>PO - Is there a process in place to update Job Descriptions?</p> <p>RW - Every time someone leaves we review Job Descriptions.</p>	
8. Business Continuity Plan paper	RW Presents the business continuity plan for approval	Noted - pending typo changes
9. Trustee Board Skills Audit	ZA presents skills audit and sets deadline for Trustees to complete within two weeks of this meeting	GF to present findings at next board
10. Risk register	RW Presents risk register for approval	Approved 9 votes for - Pending change to NUS training point in Sabbaticals section
11. Reserves Policy	RW Presents reserves policy for approval	Approved 8 votes for, 1 not received.
12. Committee Allocations	<p>ToR for committees circulated and roles allocated as follows;</p> <p>Finance Committee</p> <ul style="list-style-type: none"> ● ZA ● EC ● NB ● AC ● MJ (to be revised when new student trustees in place) <p>HR and Remuneration Committee</p> <ul style="list-style-type: none"> ● EA ● PO ● MJ (to be revised when new student trustees in place) <p>Appointments Committee</p> <ul style="list-style-type: none"> ● AJ ● ST ● MJ (to be revised when new student trustees in place) 	ToR of HR and Remuneration needs Director title changed to new role
13. CEO Objectives	ZA Presents CEO objectives for approval	Approved 8 votes for, 1 not received
14. Date of next meeting	December 15th 2022 from 6pm to 8pm. ZA to confirm	

15. AOB	<p>ZA Checks that all trustees have access to joint google drive</p> <p>ZA asks all trustees to provide a short bio and photo for the website within the next two weeks</p> <p>ZA announces that this is ABS last meeting and thanks for all work and input into the board</p>	
---------	--	--