

# CAMBRIDGE SU TRUSTEE BOARD - 30.03.2023

<p><b>Attendance</b></p> <p>Voting Members:</p> <ul style="list-style-type: none"><li>● Zaynab Ahmed - <b>ZA</b> <i>President (UG), Chair of Board of Trustees</i></li><li>● Eseosa Akojie - <b>EA</b> <i>Women's Officer</i></li><li>● Ambrose Chan - <b>AC</b> <i>External Trustee</i></li><li>● Elia Chitwa - <b>EC</b> <i>Disabled Students' Officer</i></li><li>● Myesha Jemison - <b>MJ</b> <i>Student Trustee (PG)</i></li><li>● Daisy Thomas - <b>DT</b> <i>Welfare &amp; Community Officer</i></li><li>● Simon To - <b>ST</b> <i>External Trustee, Deputy Chair</i></li><li>● Chara Triantafyllidou - <b>CT</b> <i>Student Trustee (PG)</i></li></ul> <p>Observers &amp; Guests:</p> <ul style="list-style-type: none"><li>● Rich Wiltshire - <b>RW</b> <i>CEO</i></li><li>● Gabbi Foreman - <b>GF</b> <i>Director of Membership Engagement, Deputy CEO (minute taker)</i></li><li>● Adam Suggett - <b>AS</b> <i>Director of Commercial and Services</i></li><li>● Oli Gray - <b>OG</b> <i>Activities Manager</i></li></ul>	<p><b>Absent</b></p> <p>N/A</p> <p><b>Apologies</b></p> <ul style="list-style-type: none"><li>● Amelia Jabry - <b>AJ</b> <i>President (PG)</i></li><li>● Neil Buchanan <b>NB</b> <i>External Trustee</i></li><li>● Pauldy Otermans - <b>PO</b> <i>External Trustee</i></li></ul>
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Item	Discussion	Actions
1. Apologies	<ul style="list-style-type: none"> <li>● AJ</li> <li>● NB</li> <li>● PO</li> </ul>	
2. Conflicts of Interest	<ul style="list-style-type: none"> <li>● N/A</li> </ul>	
3. Minutes of the Previous meeting	<ul style="list-style-type: none"> <li>● Approved via circulation by next Wednesday</li> </ul>	
4. Matters Arising	<ol style="list-style-type: none"> <li>1. Budget: It was noted the budget was approved via circulation, which included a graded salary increase for staff. ZA updated that whilst the budget went to the Student Members meeting, it was not discussed due to running out of time. The budget will therefore go to the next Student Council.</li> <li>2. ZA provided an update on the data investigation, and Coole Insight has been selected. The call for evidence has gone out via multiple social channels and the Student Council mailing list. MJ asked how this was received by students; the board was updated, including an overview of the discussion that took place at the Student Members Meeting. The board discussed navigating rebuilding student trust, noting there will be an update going to the Student Council.</li> </ol>	
5. Business since the previous meeting	<ul style="list-style-type: none"> <li>● The Finance Committee have finished their scrutiny on the budget,</li> <li>● The HR &amp; Remuneration have not met.</li> <li>● The Appointments Committee have been meeting regularly to discuss the recruitment for the CEO. <ul style="list-style-type: none"> <li>○ ST provided an update on the recruitment for the UG Student Trustee; The committee will be making arrangements to interview the candidates, with a recommendation coming to the next meeting of the board.</li> </ul> </li> </ul>	
6. Campaign update from sabbatical	<p>EA provided an update on behalf of the Sabbatical Officer team:</p> <ul style="list-style-type: none"> <li>● Reclaim the Night march was successfully run, as it</li> </ul>	

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officers	<p>has for over ten years in Cambridge.</p> <ul style="list-style-type: none"> <li>● The Shadowing Scheme went really well, which is now in the review stage</li> <li>● The NSS Boycott is ongoing</li> <li>● The Student Led Teaching Awards are being planned</li> <li>● Reading week proposal is moving in a positive directions</li> <li>● Intermission work continues, with actions coming</li> <li>● Fitness to study</li> <li>● Consultation Framework</li> <li>● Decolonisation, good engagement with a range of students</li> <li>● UG &amp; PG CoL report is making the rounds on uni committees</li> <li>● Uni cards for student partners</li> <li>● Climate work - relationships with different uni departments</li> <li>● Supporting the student staff solidarity with the strikes, breakfast runs, day of actions, strikes over for the term</li> <li>● Supporting the student rent strike at a college. Coordinating SU support</li> </ul>	
7. Student Activities Report (to note)	<p>OG provided an update to the Trustee Board.</p> <ul style="list-style-type: none"> <li>● Continues working on the Societies Project with the university Proctors, working to streamline society support for student groups</li> <li>● Trialling SU run finance accounts for societies</li> <li>● Evaluating the first in-person Shadowing Scheme since 2019, including leading the way on safeguarding</li> <li>● Diversifying support for Student Parents to avoid duplication with university services, and shift focus to community building. The SU has requested funding for this and awaits the outcome of that bid.</li> <li>● Introduced volunteer recognition in the Student Awards, receiving over two hundred and thirty nominations over ten different awards categories</li> </ul> <p>The board welcomed the report and thanked the team for their work, noting that as a very political SU, the work of the Activities Team supports a group of students who are</p>	

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	<p>not typically engaging with the SU. OG left the meeting.</p>	
8. CEO Update (to note)	<p>RW provided an update.</p> <ul style="list-style-type: none"> <li>● RW confirmed that the next staff survey report will have comparative data; the report will go to the Trustee Board and then be shared with the staff team. It was confirmed that the HR &amp; Admin team will produce an action plan to accompany this. An HR report will also come to the Board on the 29th June.</li> <li>● The board agreed to revise some targets in light of RW leaving the SU.</li> <li>● RW confirmed that the strategy progress is reviewed and updated in the Summer, in line with the new Sabbatical Officer Team starting.</li> <li>● It was noted that there will be an update from the Democracy Team, relating to Empowering Change, at a future meeting.</li> <li>● RW confirmed that the new commercial strategy will be in place by July.</li> <li>● The review of the by-laws is ongoing, and is currently in the scrutiny phase. Whilst the by-laws do not need to be approved by the Student Council, they will be scrutinised by the Democracy Committee, a member of the university Law Faculty. Section B by-laws will need to be approved by the Council Committee for the Supervision of the Student Union (CCSSU).</li> </ul>	
9. Board Development Plans (to discuss)	<p>ZA introduced the plans, and opened the floor to the board for feedback on future development.</p> <p>There was mixed feedback on whether or not to create a task and finish group regarding board development. Feedback indicated it would be good for more junior trustees to get some ideas of how other trustee boards operate as a frame of reference. Building on from this, greater clarity could be provided regarding how Sabbatical Officer trustees can use the space more proactively. It was noted that there could be clearer expectations of what is done on committees, particularly those that hold Chair roles.</p>	<p>ZA, EC, ST &amp; MJ to meet (looping in relevant staff as needed)</p>

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	<p>The creation of a delegation matrix was discussed; reference points, look to the NUS good governance code. It was noted that in-person meetings could help.</p> <p>It was agreed a small group would meet to discuss next steps.</p>	
10. Safeguarding Adults Policy (to approve)	<p>RW introduced items 10 &amp; 11 together. It was noted that there is a separate policy for DBS and Ex-Offenders Policy.</p> <ul style="list-style-type: none"> <li>● Add international DBS, new to country (translation)</li> </ul> <p>Noted that if the merger goes ahead with SCA, DBS checks will be more affordable and easier.</p> <p>It was queried how the safeguarding policy relates to by-law, e.g. allegations of abuse. The policy overrides the by-laws when a vulnerable adult is involved, due to legal provisions. Confirmed that this policy is just to outline how we'd approach this as an SU. There is a legal framework the SU has to follow.</p>	<p>RW to update adults policy in-line with childrens policy.</p> <p>To look into international DBS checks.</p>
11. Safeguarding Children Policy (to approve)	As above.	
12. Date of next meeting	27th April 2023.	
13. AOB		