

CAMBRIDGE SU TRUSTEE BOARD - 6.12.2023

<p>Attendance Voting Members:</p> <ul style="list-style-type: none"> • Caredig ap Tomos - CaT Access, Education and Participation Officer (AEP) • Simon To - ST External Trustee (Deputy Chair) • Ell Gardner-Thomas - EGT Disabled Students' Officer • Fergus Kirman - FK Undergraduate President (Chair) • Myesha Jemison - MJ Student Trustee (PG) • Vareesh Pratap - VP Postgraduate President • Maroof Rafique - MR BME Officer (until end of 9. CEO Update) <p>Observers & Guests:</p> <ul style="list-style-type: none"> • Gabbi Foreman - GF Interim CEO • Oli Gray - OG Interim Director of Membership Engagement (minute taker) • Adam Suggett - AS Director of Commercial and Services • Jenny Ryall - JR Finance Manager (until end of 8. Variance Report) 	<p>Apologies</p> <ul style="list-style-type: none"> • Chara Triantafyllidou - CT Student Trustee (PG) • Neil Buchanan NB External Trustee <p>Absent</p> <ul style="list-style-type: none"> • Luke Patterson - LP Student Trustee (UG)
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Item	Discussion	Actions
1. Apologies	CT, NB	
2. Conflicts of Interest	None declared	
3. Minutes of the previous meeting	<ul style="list-style-type: none"> a. FK invited MJ and ST to offer input on the minutes of the June 2023 board for approval. MJ and ST happy to defer to LP's amendment, which was approved. b. Minutes of the October 2023 board were approved. 	FK to ensure that all approved minutes are uploaded to the website
4. Matters	None raised	

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5. Business since the previous meeting	None raised	
6. Campaigns update from sabbatical officers	<p>CaT provided a verbal summary.</p> <ul style="list-style-type: none"> - The University has commissioned a range of Task & Finish Groups which sabbatical officers have the opportunity to sit in on. - Sabbs are looking at an external review of examinations including ensuring a review of the fitness to study. - A reformed disciplinary process has been implemented after campaign work by the student-led Disciplinary Reform Action Group (DRAG) - A new head of student EDI is being employed from February - Presidents are working on various projects, including a new Hindu prayer space in the city, free student prescriptions, and ensuring the new U-bus route is delivering for students. 	
7. Communications and Marketing Team Report	<p>GF provided a summary of the report.</p> <ul style="list-style-type: none"> - A new member of staff has joined the team since the last board meeting - Continuous growth across social media including highlighting societies - Sabbatical Officers now have their own social media accounts, as part of the team's overarching goal to 'meet students where they are' - The team continue working to streamline legacy projects such as the Alternative Prospectus which has been <p>FK praised the team's successes, and shared the same sentiment on behalf of CT</p> <p>VP congratulated the Communications and Marketing team on the growth of engagement outlined in the report. VP asked whether there were plans to hire a full time Web Designer. GF noted that the previous role-holder was a student and we would welcome another student.</p> <p>VP asked if there is an existing Social Media Policy. GF updated that this policy is in the drive, and FK added that the new round of policies for the Board to review and approve would be handled by circulation at a later date, rather than in this meeting as originally planned.</p> <p>VP praised the College Engagement Plan as well articulated and noted that Representation was at the forefront of this publication. VP asked about adding the work that the Activities Team does to support societies as</p>	

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	<p>well as the services we offer to colleges. GF clarified this project is aimed specifically at Colleges and J/MCR stakeholders, and that society support could be advertised additionally, rather than as part of the same specific project.</p> <p>MJ also praised the College Engagement Plan, and suggested that outreach could be personalised by noting cases where Sabbatical Officers had been members of J/MCRs, and framing contact around that.</p> <p>MJ asked if the PG weekly bulletin was originally sent out in the evening before moving it to the middle of the day, as it had been sent out at various times recently VP confirmed that it was usually sent around 5pm/6pm, with the emails sometimes taking time to arrive in students' inboxes.</p> <p>MJ suggested incorporating accessibility design principles into the website development.</p>	
8. Variance Report	<p>GF introduced JR as the SU's newly appointed Finance Manager, and explained the structure of the Variance Report.</p> <ul style="list-style-type: none"> - Some university funds have been agreed but not yet posted, JR is working to reconcile these transactions. - Totum Cards (the NUS discount card) has changed its business model which will lead to a reduction in the expected income. <p>JR added some contextual updates to the Variance Report.</p> <ul style="list-style-type: none"> - This financial year has a budget of £1.336m income and £1.370m spend which budgets a deficit, meaning some reserves may be spent. <p>EGT asked for an overview on why the SU did not receive funding for an additional advisor in the last budgeting round. GF explained that this application was subject to the College Levies grant application process, and was not approved in this case after review by the relevant panel.</p> <p>MR raised a slight variation between the report he had printed and the report which trustees were viewing live during the meeting. The Board noted that the papers had been updated after they were initially circulated.</p> <p>MR asked why there was a reduction in funding from Totum Card sales, and why there was an increase in audit and legal fees. GF reiterated previous points about the change in business model from Totum cards, and explained that the SU had encountered more occasions where legal advice was required recently.</p> <p>MR reviewed Charity Commission guidance about annual accounts for charities which reach a certain threshold of income, and asked where the Trustees' Report and most</p>	

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	<p>recent accounts could be found. FK noted that these are published each year for students on the SU website (under Council papers) to coincide with the Student Members Meeting, and CaT provided a link to the relevant page.</p> <p>ST welcomed JR to the board meeting, and discussed further analysis and projections about the overall budget position of the SU, in terms of how this will impact the final year-end position.</p> <p>ST asked for clarification about the childcare office grant budgeted at £500, and OG clarified this was a repeat of a previous grant request which had not been successful this year.</p> <p>ST asked for our current reserves position. JR summarised £280k unrestricted funds and £50k of restricted funds as at June 2022. More recent accounts are being compiled. ST encouraged the board to revisit the reserves policy once this is confirmed.</p> <p>FK asked if there is any support the Board can provide to speed up the process. GF is currently reviewing the role of the SU's accountants, and a decision may be required from Board about their involvement in the future submission of accounts. GF added the University has offered support to the SU as a point of external scrutiny, and the board may wish to guide a decision.</p>	
9. CEO Update	<p>GF provided a summary of their CEO report.</p> <ul style="list-style-type: none"> - The societies project is progressing well with a two-year trial of societies registration agreed with colleagues in the Proctors and Marshal's Office - A new Academic Representation Coordinator has been appointed - Stakeholder relationships with university colleagues are working well with regular meeting - Staff teams are planning to visit other Students' Unions in the coming months - Teams are reviewing their data-handling practices <p>ST offered support for the development of Academic Reps given their background and experience.</p> <p>FK, on behalf of CT, asked if there was scope in the future to action the staff survey as soon as possible given the quick turnover of staff and sabbatical officers. CT and FK also acknowledged GF's higher than normal workload and offered the board's full support.</p> <p>ST congratulated GF on the SU receiving the Employee Engagement Award.</p> <p>GF explained that Student Council has been inquorate $\frac{3}{4}$ times this term and this is not normal. OG explained some</p>	GF to review timelines of actions of employee action HS

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	<p>strategies the SU are trialling including a hybrid meeting format, to address this.</p> <p>EGT suggested that there needs to be a broader conversation about council quoracy and that this reflects a wider issue of student engagement with the SU. The Board agreed and encouraged discussions around this matter to continue</p> <p>CaT added that there will be a large turnover of trustee board members at the end of the year, and that Student Council is an important factor in approving new trustees. FK agreed, and noted that Appointments Sub-committee were conscious of this pressure.</p>	
10. NUS Reform consultation	<p><i>Trustees voted to delegate to CaT the authority to compile a response to the NUS reform consultation on behalf of the Board, incorporating feedback received from Trustees, Sabbatical Officers, and Campaign leads</i></p>	
11. Any other business	<p>FK noted that any other items on the agenda would be dealt with by circulation or deferred to the next meeting.</p> <p>FK thanked all Trustees for their continued commitment and time.</p>	