

## CSU TRUSTEE BOARD MINUTES 2022/23

Meeting on Tuesday 1 November 2022 at 4.30pm – Microsoft Teams

<b>Members:</b> Lauren Friel – President (Chair) Khurum Dar – External Trustee Bradley Allsop – External Trustee Eleanor Goodridge – External Trustee Ollie Kasper-Hope – External Trustees Jack Sanderson – Student Trustee Megan Trevor – Student Trustee	<b>In attendance:</b> Scott Farmer – Interim Operations Director Ben Hockley - Head of Finance (for item 3.0) Alison Hewitt – Administrator <b>Apologies:</b> Jordanne Farley-Moss – Vice President Student Life Lois Garnett – Vice President Education Matt Webber – CEO
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### Welcome from Chair and Apologies

LF welcomed everyone to the meeting. Apologies had been received from JF-M, LG and MW.

#### 1.0 Spotlight Session

- 1.1 Spotlight on Engagement - Chris Lightfoot gave a brief overview and presentation since his appointment as Advice & Engagement Lead from mid-July until end of January. This included:
  - Meet the Team.
  - Successes.
  - Welcome Week
  - Challenges.
  - Future plans.
- CL was thanked for the informative presentation and the hard work of him and his team.

#### 2.0 Introduction

- 2.1 Vote for Deputy Chair of Trustee Board
  - LF stated that 1 nomination by email had been put forward for OK-H to become Deputy Chair. There were no objectives and OK-H accepted the nomination for this role and was elected Deputy Chair. LF thanked KD for his work as Deputy Chair over the last 3 years.
- 2.2 Conflicts of Interests – none received.
- 2.3 Approval and matters arising from the previous minutes 19 July 2022.
  - Partnership Agreement to be brought into future University conversations. **(ACTION: SF)**
  - Major Incident Plan – to be discussed with EG and brought back to Board to approve. **(ACTION: SF)**
  - Safeguarding Policy – updated Policy will be circulated to Trustees for approval. This Policy has been consulted with University and included the previous comments made by Trustees **(ACTION: SF)**
  - NSS survey – Trustees to monitor at future meetings. **(ACTION: SF)**
  - Minutes approved.

#### 3.0 Financial Scrutiny

- 3.1 Management Accounts
  - BH presented the Management Accounts for September.
- 3.2 Accounts Sign-off by full Board
  - Trustees approved the accounts for 2021-22. These will now be sent to the University's Planning & Resources Committee. **(ACTION: LF)**

#### 4.0 Governance

- 4.1 People, Performance & Planning Sub-Committee 24 August 2022 (meeting cancelled)  
 Finance & Governance Sub-Committee minutes 4 October 2022
  - BA updated Trustees on the recent F&G Sub-Committee meeting. The Elections document was subsequently approved by email due to the meeting not being quorate.

#### 4.2 Interim Operating Plan 2022/23

- Scott Farmer gave an introduction and background as Consultant specialising in Students' Unions.
- SF presented Trustees with his interim report following his appointment as Interim Operations Director.

### 5.0 Organisational Update

#### 5.1 Report of Officer Trustees – LF updated Trustees on:

- Umii app launched to promote a sense of belonging to new and returning students.
- Attended several academic inductions within the first week of term to introduce CSU.
- Organised Secret Garden Party event during Welcome Week which was a great success.
- JF-M assisted and attended Society training.
- Cost of Living campaign
  - Incentives across campus giving access to hot drinks and food. Launched Toast Tuesday providing free toast every Tuesday at Exton Park.
  - Raising awareness of clauses within all-inclusive rent contracts which may have a cost allowance per tenant, meaning individuals may be charged extra if you go over the allotted allowance.
  - Student Money Advisor appointed at University.
  - “Too good to throw” campaign across outlets and increasing services at the sustainable shop on campus.
  - Presented the Campaign to University and Stakeholders to set out an action plan.
- JF-M focusing on Compulsory Consent Training.
- Marketing Department still at reduced capacity. Engagement is growing with 8430 accounts being reached which is a 90% increase.
- LG has been working on the Student Voice Representative system and the Student Representatives' elections opened in early September.
- Since August there have been 193 advice cases come through.

#### 5.2 Report of CEO - not received.

#### 5.3 Report of Interim Operations Director – delivered under item 4.2.

### 6.0 AOB

#### 6.1 AOB Items

- Annual Review of Risk Register will be reviewed at next F&G Sub-Committee before being approved by Trustee Board. **(ACTION: SF)**

### 7.0 Forward Planning

#### 7.1 Governance Scheduler 2022/23

### 8.0 Reflection Time

#### 8.1 Board members to reflect on Board meeting.