

**Members:**

Eleanor Lewis - President  
Jack Rankin - Vice President Education  
Daniel Forrester - Vice President Activities  
Sam Derbyshire - Vice President Warrington  
Khurram Dar - External Trustee  
Nicholas Dodd - External Trustee  
Heather Doon - External Trustee  
Victoria Pritchard - External Trustee  
Chad Roberts - Student Trustee  
Lucy Singer - Student Trustee  
Jack Sanderson - Student Trustee

**In attendance:**

Eunice Simmons - VC (for item 1.1)  
Adam Kerr - Vice President Shrewsbury  
Matt Webber - CEO  
Ben Hockley - Head of Finance (for item 2.0)  
Beverley Crawford - Head of Student Opportunities (for item 1.7)  
Alison Hewitt - Administrator

**Introduction**

**1.1 Vice Chancellor – University Strategy**

Eunice Simmons, VC was welcomed to the first Trustee Board meeting of 2020/21 by the Deputy Chair. Introductions were made. The VC thanked Trustees for inviting her along to the meeting and was glad to meet the Board members who give up their time to undertake their work as Trustees. The VC presented to the Board the proposed University Strategy and talked through The Citizen Student PowerPoint. The timeline is currently slightly ahead of schedule with consultations. Soft launch will be taking place in September with the University Governors. Student Executive will be involved growing this strategy and hopeful by end of 2020/21 academic year to consolidate it.

- VC asked for questions or comments:
- ***How will the University know if you are creating these community people?***
  - Evaluation through data flows from students. Employability status is recorded after 15 months, 5 years and 10 years of graduating. At 15 months they are also asked level of happiness and if their level of work has been helped by their course.
  - University of Chester Alumni also record what jobs they go into.
- ***The Core Modules for all courses is very welcome in terms of embedding citizenship. The same as Diversity and Inclusion - needs to be woven into the fabric of the subject rather than a one off.***
  - This will be woven into courses throughout the year rather than a one off workshop.
  - Will grow into this and evaluate at end of academic year.
- ***How do you hope to work with SU and is partnership an important role?***
  - Critical friend to keep University honest and ensuring this is successful and not a marketing tool. There will be a meeting schedule with President to check on how we are doing. Also, a racial equality group of approximately 7 staff and students with a wider group consisting of 50.
  - Assist with how we attract students through access and partnerships. We need to live up to expectations. Students will be involved in an advisory group on this.
- ***Great on engaging students but will key employees talk to lecturers and students?***
  - Absolutely looking at specialised modules and increasing mentors from industry with a long-term input. Will be updating the customer relationship database to be able to share these contacts. Joining this up with schools' engagements across all faculties.
- Trustees requested a copy of the slides which the VC would arrange.

**1.2 Chair Election Results**

KD announced the election results for the Chair of the Trustee Board. EL had won the vote with 7 votes. Congratulations to EL who would now chair the meeting.

**1.3 Apologies of absence**

No apologies.

**1.4 Conflicts of Interests**

None raised.

**1.5 Matters arising from the previous minutes 11 May 2020**

- It was confirmed that Jack Sanderson had now taken up his Student Trustee role with voting rights due to the previous Student Trustee's resignation.



### **1.6 Items approved not covered by the agenda:**

- Democracy and Insight Co-ordinator role.
- Minutes for Budget and Operating Plan 23 June (ratified by Student Trustee).

### **1.7 Workshop on Student Opportunities**

Beverley Crawford – Head of Student Opportunities presented her PowerPoint and took Trustees through her slides:

- History and development of the new Student Opportunities Department and how it was formed.
- Positives in year 1 with over 20 new societies and membership increased from 300 to 850. Society Showcase was received well by students and University.
- Since commencing in the role there had been 20 new societies which was hugely positive.
- When faced with the challenge of Covid-19 did a very quick turnaround of activities online. There was an event on every day ranging from shared messages on social media to engaged events.
- Would like to see it grow in these areas:
  - Society
  - Volunteer skills development and employability
  - Give it a go events
  - Campus wide communities
  - Mini student union sites.

Gave examples of how a co-ordinator or intern could assist in the development of these.

- BC was thanked for her presentation and the events which she arranged during a difficult time.

### **Financial Scrutiny**

#### **2.0 Management Accounts – June 2020.**

Ben Hockley – Head of Finance attended for this item.

- The Management Accounts for June 2020 had been previously circulated to Trustee Board.
- BH will now be working on month end for July which will be circulated in due course.

### **Governance**

#### **3.0 Officer Resignations / Officer Appointments / Student Trustee Appointments**

- Jack Appleby, Mel Hooper, Rio Hall, Yasmin Ruane, Chris Dignall and Tom Bond have previously resigned as directors of the Company and Trustees of the Charity.
- The meeting noted that Jack Rankin, Daniel Forrester, Sam Derbyshire, Jack Sanderson, Lucy Singer and Chad Roberts had given their consent to act as directors of the Company and Trustees of the Charity.
- The meeting RESOLVED to:
  - o approve Jack Rankin, Daniel Forrester, Sam Derbyshire as directors and trustees to take office;
  - o approve Jack Sanderson, Lucy Singer and Chad Roberts as directors and student trustees;
  - o approve the resignation of Jack Appleby, Mel Hooper, Rio Hall, Yasmin Ruane, Chris Dignall and Tom Bond as directors and trustees;
  - o approve the appointment of the chair of the Board as Eleanor Lewis
- The Board had unanimously agreed to award Honorary Life Membership of Chester Students' Union to Jack Appleby, Mel Hooper, Rio Hall and Courtney Ayre to take effect immediately.
- The Board thanked them for their dedication and hard work during their time with the Union and wished them every future success with their careers.
- Adam Kerr will attend Trustee Board meetings with no voting rights.
- The Student Trustee appointments have been approved by Student Council.

### **Organisational Update**

#### **4.0 Report of Officer Trustees**

The report was presented to Trustees and questions were welcomed.

- Black Lives Matters - EL and MW had met with Arfana Ali the current BAME Officer in the SU and Illka Maria the Vice President of our African Caribbean Society to produce a joint statement. This is at the forefront of Officers' work. Once agreement has been received on the statement this will be available on the website.
- Officers were thanked for their priorities and were recommended to send through their 5 priorities to NUS to tie into the national picture. All Officers are remotely attending NUS Lead and Change this week. **ACTION: OFFICERS**
- Officer priorities will be communicated to students on the new website which will be formatted to show areas of work completed. This will be alongside regular updates and blogs.
- EL confirmed that the Officer priorities and timeframe will be reported back to Trustees regularly at meetings.



#### 4.1 Report of CEO

- Covid planning is the main focus at the moment. Keen to have the CSU open for new and returning students whilst ensuring it is safe for staff. Due to undertake a risk assessment at Chester later this week for a partial return in September mirroring the University's approach. Key areas we are working on are:
  - Student virtual freshers fair will be a 5-day event promoting external companies, University Departments and Societies.
  - BC will be meeting with local police about how to undertake outdoor events whilst socially distancing.
  - Appointment only system for students to meet with staff. This will be constantly reviewed.
  - After September there could be a move back to remote working.
- There has been a great deal of reflection about how we can ensure we become an explicitly anti-racist organisation. Will be undertaking equity at work training via NUS and a workshop with Minds of People of Colour for all staff and officers. An External Trustee asked if they could be included in this training. MW to check as NUS was particularly directed at staff who work within SUs. **ACTION: MW**
- Democracy and Insight Coordinator commenced in post today.
- Governance scheduler had been circulated showing the next 12 months of meetings. This had been discussed at a preboard planning meeting.
- The NSS survey results were positive for the question relating to Students' Union which increased from 53.40% to 54.74%.
- Annual Financial Audit will be taking place in late August. Trustees will be contacted by BH with details on how you can get in touch directly with the Auditors with any questions.
- Migrating the content over to the new one website has taken place with just a few design modifications left to undertaken. Should be live before 13 August results day.

#### 4.2 Advice Centre Statistics

- Figures are up more slightly from previous year. Looking at how we continue to deliver Advice appointments. It was noted that since we had moved to remote appointments there has been less no shows.

#### AOB

- 5.0 Confirmed to EL that previous Officer will received honorary life membership for CSU.

#### Forward Planning

##### 6.0 Dates for 20/21 Board meetings and Sub-Committees

Please note these are provisional dates to be agreed by Chair and once membership has been approved.

##### 2020/21

PPPSC – Tuesday 22 September 2020

F&G SC – Tuesday 29 September 2020

Trustee Board – Tuesday 27 October 2020

F&G SC – Tuesday 24 November 2020

PPPSC – Tuesday 15 December 2020

Trustee Board – Tuesday 26 January 2021

Annual General Meeting – Tuesday 2 February 2021 (Reserve - 9 February)

F&G SC – Tuesday 23 February 2021

PPPSC – Tuesday 23 March 2021

Trustee Board – Tuesday 27 April 2021

PPPSC – Tuesday 25 May 2021

F&G SC – Tuesday 22 June 2021

Trustee Board – Tuesday 27 July 2021

#### Reflection Time

##### 7.0 Board members to reflect on Board meeting