

CSU TRUSTEE BOARD MINUTES 2019/20

Meeting on 11 May at 3.00pm – Microsoft Teams

Members:

Eleanor Lewis - President
Melanie Hooper - Vice President Education
Rio Hall - Vice President Activities
Jack Appleby - Vice President Warrington (Chair)
Khurram Dar - External Trustee
Nicholas Dodd - External Trustee
Heather Doon - External Trustee
Victoria Pritchard - External Trustee
Christopher Dignall - Student Trustee
Yasmin Ruane - Student Trustee

In attendance:

Courteney Ayre - Vice President Shrewsbury
Matt Webber - CEO
Ben Hockley – Head of Finance
Alison Hewitt - Administrator
Daniel Forester - VP Activities (Elect)
Sam Derbyshire - VP Education (Elect)
Adam Kerr - VP Shrewsbury (Elect)

Introduction

1.0 Apologies of absence

Tom Bond	Student Trustee
Jack Rankin	VP Education (Elect)

1.1 Conflicts of interest – none raised.

1.2 Matters arising from the previous minutes 27 January 2020

- SERs balance was now shown on a separate code and as balance remaining.
- Still awaiting confirmation of SERs budget for 2020/21.
- BH had undertaken all requested revisions to accounts paperwork.
- Two questions have been included in the Membership Survey regarding voting in the recent Elections and if they had the effectiveness of the information provided.
- SWOT tool is within CEO report item 4.1.
- Scheme of Delegated Authority is within CEO report item 4.1.

1.3 Items approved not covered by the agenda:

- Website tender. Approved by email.
- Coronavirus Contingency Planning including Appendix to Managing Absence. Approved by email.

Financial Scrutiny

2.0 Budget 2019/20 Management Accounts (Reserve)

- BH briefed Trustees on the Management Accounts for March.

2.1 Draft Budget 2020/21

- BH took Trustees through the draft budgets for 2020/21. Under each draft there are two versions, an ideal and contingency budget. There had also been an additional draft prepared in case students were not able to return until January 2021. Unfortunately, we are still awaiting confirmation of our block grant for 2020/21 and if we are due an inflationary increase.
- The accompanying budget narrative report had been circulated which explained the assumptions for the two different versions. The contingency budget included the priorities from the Management Team
- The main differences from last year's budget were explained.
- BH was thanked for his work and attendance.

Governance

3.0 Governance Code – verbal update

- JA updated on the Governance Code meetings that had recently taken place looking at the codes within the seven principles and how we measured against each one. When this document is revisited the hope is that many codes can be easily progressed due to the recent work undertaken including:
 - SU day's values and behaviours session.
 - Membership survey.
 - QSU meetings.
 - Business and governance planning.

Organisational Update

4.0 Report of Sabbatical Officers

- The Officers report contained an overview of the recent work undertaken.
- Since lock-down the main area of work has been through social media and it has been a steep learning curve on how to represent students without being forward facing. Social media interactions have significantly improved and there were 13k engagements across all areas.

- Appendices were attached to the report to show the impact on students and the target and measure settings. The updates included:
 - Dear Vice-Chancellor Campaign.
 - LGBT+ History Month.
 - Go Green Week.
 - CSU Elections.
 - Personal Academic Tutor (PAT) Campaign.
 - Give it a Go.
 - Covid-19 Response.
- Trustees were very appreciative of the more detailed reporting and reiterated that much of this work will be vital to the incoming Officers and future proofing of work as a great audit trail.

4.1 Report of CEO

- Elections were held at the beginning of March. Huge congratulations to EL who was re-elected and to the new Officer elects. This is the last full Trustee Board meeting where the outgoing Officers will be present. JA was thanked for his two years at CSU and thanks also went to MH, RH and CA for their year in office.
- Global pandemic – looking at new ways of working and how to manage this over the next few months.
- CSU Day – received good feedback from the day's sessions. JA updated Trustees on the Values session that he and VP had led on. Thanked VP for collating notes from the session. Work now to be commence on how our own values will fit into the organisation. Membership survey also asked about values.
- Membership Engagement Survey has been launched and we are already close to 400. Survey deadline is 1 June which will assist with feedback with QSU and the Operating Plan.
- Policies and procedures organisation have been a key area of work and putting in place Delegation of Authority, GDPR and HR procedures. Moving forward this should be more manageable.
- IT audit to be undertaken when we are back in the office. HD suggested to include flexible working to enable home working at short notice.
- Website – hoping to be launched on results day, 13 August.
- HD asked if Advice produce an annual report with data showing student numbers including during lock-down. MW agreed to have this on the August Trustee Board agenda.

Chris Dignall and Victoria Pritchard left the meeting

Developing our new strategic plan and reflections of my first few months at CSU

- MW took Trustees through a presentation on reflections of where we are now and the development stages of the Strategic Plan.
- Trustees thanked MW for his comprehensive presentation, and it was good to receive feedback from stakeholders that you do not normally hear from.
- It was suggested with the timeline to undertake the operational research alongside the strategic objectives.
- When undertaking the Democracy review there will be subgroups for strategic feedback for in-depth and more significant information.
- Trustees approved the timeline and the 10 points of research.
- MW would share the PowerPoint to Trustees.

Code of Practice

Separate document circulated to Trustees to note. This was updated in collaboration with University.

Scheme of Delegated Authority

Separate document was circulated. HD proposed that each sub-committee to have Chair and Co-Chair set up which will assist and support a robust structure. HR subcommittee work to include analysing data on EDI, recruitment, diversity, and development and training.

Returning Officer report

Separate document for Trustees to note. This has been shared with the University.

Adam Kerr left the meeting.

Policies

5.0 Risk Register

- Good feedback received.

5.1 CSU Policies

All the following Policies were approved.

- Adoption/Maternity/Paternity/Shared leave
- Financial Procedures
- Data Protection Policy

- Social Media Policy
- Transgender Equality, Gender Identity & Gender Re-assignment Policy. CA was thanked for her work on this.
- Whistleblowing Policy

AOB

- VP requested that Trustee Board paperwork be sent 6 working days prior to meetings which would include two weekends to read. It was noted that there is consideration for future Board meetings to take place on either Tuesdays or Wednesdays. Mainly due to Management Team working patterns. Consultation will take place.
- HD suggested that agendas to include the purpose of reports ie. approval, discussion, information etc. Also cover sheets for reports detailing key actions for the Board and a summary for collective papers.
- Within the Governance code it was stated that reflection/feedback at end of Board meetings was effective. This could be added onto the agenda to assist with the operation of Board.
- JA thanked Trustees and all CSU staff for the last two years. All outgoing officers thanked the Trustee Board.
- KD reminded that a new Chair would now be needed. This would take place at August Board.

Forward Planning

7.0 Future meeting dates:

- Monday 3 August 2020 at 3pm