

CSU TRUSTEE BOARD MINUTES 2021/22

Meeting on Tuesday 19 July 2022 at 4.00pm – Microsoft Teams

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| Members: Lauren Friel – President (Chair) Jordanne Farley-Moss – Vice President Student Life Lois Garnett – Vice President Education Khurram Dar – External Trustee (Deputy Chair) Bradley Allsop – External Trustee Eleanor Goodridge – External Trustee Ollie Kasper-Hope – External Trustees Jack Sanderson – Student Trustee Dale Tromans – Student Trustee Megan Trevor – Student Trustee | In attendance: Annie Godolphin-Teague – DCEO Lauren Walia – Student Insight & Voice Lead (for item 1.0) Ben Hockley - Head of Finance (for item 3.1 and 3.2) Chris Lightfoot – Advice Lead Alison Hewitt – Administrator Apologies: Matt Webber – CEO |
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Welcome from Chair to Lois Garnett VP Education to her first Trustee Board meeting and apologies were received from Matt Webber. Introduction of Chris Lightfoot – Advice Lead who was attending as observer. It was noted that CL will soon be taking on Lead duties for the Opportunities Department interim for 6 months.

1.1 Spotlight on Student Insight & Voice

- Lauren Walia, Student Insight & Voice Lead attended for this item. The presentation included:
 - Overview of the Department and went through recent student engagement activities: culture sharing; Proud 2 be fund; 1839s; and Spring elections.
 - Challenges being faced by Department.
 - Moving forward.
 - How Insight & Voice will look following the Democracy Review.

2.0 Introduction

2.1 Conflicts of Interests - KD to lead on 4.5 Returning Officer report.

2.2 Approval and matters arising from the previous minutes 3 May 2022

- Strategy had been forwarded to Leadership team by JR.
- Minutes were approved.

3.0 Financial Scrutiny

3.1 Management Accounts were presented to Trustees.

3.2 Final Budget

- A budget for 2022/23 proposes a balanced budget for the next financial year.
- Budget has been approved by University Governors. Trustees approved the budget.

CL left the meeting for item 3.3.

3.3 Budget and Pay Review

- AG-T briefed on the Pay Reward report.
- Trustees approved the Pay Review recommendations.

CL returned to the meeting.

4.0 Governance

4.1 Sub-Committee minutes:

- People, Performance & Planning Sub-Committee minutes 24 May 2022. Main issues:
 - Staff survey results.
 - Staff turnover report.
- Finance & Governance Sub-Committee minutes – no recent meeting has taken place.
- Confirmed Co-Chairs as:
 - JS and BA for F&G SC.
 - JF-M and EG for PPP SC.

- 4.2 Operating Plan 2022/23 – verbal update
- AG confirmed meetings had been taking place with Leads. Finalised Operating Plan will be circulated.
- 4.3 Marketing Impact Report (requested from TB 25 January 2022)
- AG briefed that this was a draft report. This will subsequently be filtered and headlines presented more visually aligned to priorities.
 - JF-M gave a brief overview of her campaign for anti-spiking. After holding drop-in sessions for students the recommendations were sent to Cheshire West and Chester Council (CWaC). On 14 June JF-M along with LW and a student were invited to the Licensing Committee. The report focused on the research and feedback from students, local venues and national news for the licensing policy to acknowledge and tackle spiking, holding CWaC's establishments accountable for preventative measures, procedures and report processes. We were the first ever externals to present to the Licensing Committee and the report was received favourably. The meeting resulted in a unanimous vote in favour and they have stated that our policy recommendations would be implemented by October 2022. This is a huge win for CSU after months of working hard within the University and the local community to tackle spiking.
 - BA congratulated Officers on the amount of activity.
- 4.4 Annual review of Risk Register - deferred to next Trustee Board.
- 4.5 Returning Officer Report
- Report accepted. KD requested the report be returned to NUS to update signature date to 2022.
- 4.6 Policies to be approved:
1. Confidentiality Policy (AG-T)
 2. Data Protection Policy (AG-T)
 3. Data Protection Information Security Handbook (AG-T)
 4. Major Incident Plan (MW)
 5. Privacy Statements (AG-T)
 - CSU Consumer Privacy Statement
 - CSU Cookies Statement
 - CSU Employee Data Privacy Statement
 - CSU Student Data Privacy Statement
 - CSU Supplier, Contractor & Client Data Privacy Statement
 6. Risk Management Policy (MW)
 7. Safeguarding Policy (AG-T)
- All Policies approved with following provisos:
 - Major Incident Plan – mental health to be included in hot debrief.
 - Safeguarding Policy – AG to confirm if Trustees need to be included.

5.0 Organisational Update

- 5.1 Report of Officer Trustees – LF briefed on the following highlights:
- Officer Induction events at Manchester and establishing a NW Guild. Second meeting of this to be planned to discuss further at Chester.
 - LF working on Academic Integrity as cases have increased in Chester.
 - Content Capture. University are implementing a flexible digital approach.
 - JF-M attended the launch of the Students in Chester Forum with CWaC alongside staff and student representatives from FE and HE providers across Chester, including the Hammond School, Cheshire South and West College and the University of Law. Three key areas were discussed: Student Safety and night-time economy; Health and wellbeing; and Sustainable travel.
 - New UMII app to combat loneliness will be rolled out and advertised after Clearing.
 - Wellbeing survey results will be taken forward with University on collaborative events following the results. CSU have a good relationship with University wellbeing Department.
 - 1839 student led teaching awards. Winners listed in report for reference.
 - Relaunching of Big Ideas.
 - Welcoming back to Societies.
 - Re-vamp of SER system with a toolkit for academics to help recruitment and support of their SERs.

5.2 Report of CEO

Due to MW not being able to attend LF highlighted the areas of this report.

5.3 Report of DCEO – not received due to sickness absence.

6.0 AOB

6.1 AOB Items

- Appointment & Resignations of Trustees
 - Jack Rankin, Sam Derbyshire and Gabrielle Abbas had previously resigned as directors of the Company and Trustees of the Charity and Dale Tromans as Student Trustee from 31 July 2022.
 - The meeting noted that Lois Garnett had given her consent to act as director of the Company and Trustee of the Charity.
 - The meeting RESOLVED to:
 - o approve Lois Garnett as director and trustee to take office;
 - o approve the resignations of Jack Rankin, Sam Derbyshire and Gabrielle Abbas from 30 June 2022 and of Dale Tromans from 31 July 2022.
 - o approve the appointment of the Chair of the Board as Lauren Friel.
 - 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.

7.0 Forward Planning

7.1 Governance Scheduler 2022/23 will be updated with deferred Trustee Board items.

8.0 Reflection Time

8.1 Board members to reflect on Board meeting.