

BOARD OF TRUSTEES

Minutes - Open

Date 4th May 2021

Time 5pm

Venue Teams

Circulation:

Luke Mepham, Charlotte Lloyd, Akosua Sefah, Izzy Bourne, Shingai Dzumbria, Megan Clarke (**MC**) Amy Jaiteh, Lara Onel, Felicity Andrews, Jemimah Aggrey, Toby Kunin, Samuel Baldwin, Angella Hill Wilson, Harnaik Dhillon, Shanice Daeche, Azzees Minott, Mark Crook (**MC Finance**), Rob Parkinson, George Dowding, Celia Mankelow, Steve Russell, Fay Shorter

Apologies for Absence

Amy Jaiteh, Shanice Daeche

Declaration of Conflicts of Interest

No conflicts of interest raised

Previous Minutes Open

The Board approved the open minutes of the 16th February 2021, as a true and accurate record of that meeting

Matters Arising

Filing of Annual Accounts with Companies House and the Annual return made to the Charities Commission.

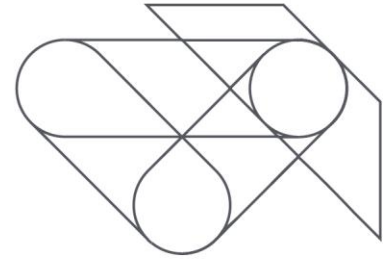
6.5.O Chairs Update

Luke Mepham

LM apologised for the late circulation of the Full time Officers Report, any questions regarding the report please contact the Officers direct.

LM expressed disappointment at the Government decision to offer no in-person teaching for the remainder of the this academic year, but we have been working as a team to ensure the use of the available space to offer additional study space for students, support Rent waivers and continue to support students where possible.

LM thanked both Megan Clarke and Charlotte Lloyd for all their hard work and commitment throughout the year, and wished them well in their new roles. **LM** added we will work with



the incoming officers to ensure they have a robust handover, any outstanding work for the remainder of the term will be picked up by the remaining Full time officers.

TK asked **AS** how the work on the Bylaw review is progressing, **AS** failed to respond, the point was picked up by **FS**, who explained that a meeting had been held today to establish how the Bylaw review will fit in to the 'root and branch' governance program in order to avoid duplication of work, the root and branch review and the Governance team will endeavour to cover all aspects.

Continuation of the Protest on the Piazza regarding protecting Women – **LM** and **MC** are continuing to support and assist the protesters and are liaising with the University to facilitate an amicable resolution of the protestors remaining conditions.

6.6.O CEO Update

Rob Parkinson

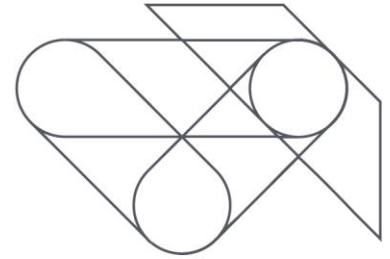
- The main focus has been on our response to University council and a report will be prepared on our progress to be presented on the 18th May 2021.
- **MC Finance**, **LM** and **RP** have worked on the Annual Allocation bid. We have prepared our funding bid for the FPSC, which **MC Finance** will present later in the meeting.
- NUS Governance review, as soon as we have received the recommendations they will be shared with the Board in order for an action plan to be drawn up.
- Governance and Structure Review, we have received 3 tenders for outside consultants, which are being reviewed by **LM**, **TK**, **SD**, and **AHW**, once reviewed and agreed we will move to the interview stage. **RP** will keep the Board updated.

6.8. O Commercial Update

Steve Russell

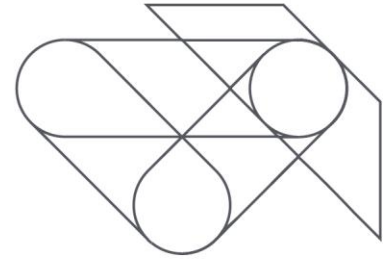
SR provided the Board with an update on trading following the first relaxation of the restrictions this year and the plans for a phased reopening in line with the further easing of restrictions.

SU Commercial Opening Plans as Government Restrictions Ease – Attached



The following points were raised

- **IB** asked what the plans are for bringing Casual staff back into work? If the Government easing goes to plan after the 17th May we are considering utilising our casual staff for the Terrace Bar. From the 21st June we will require them for the Copper rooms events. We are working with the HR team, and currently have approx. 50 casual staff on furlough, and we will endeavour to share the working hours out fairly,
- How agile are we with regards to opening hours, how long would the commercial team need to ramp up outlet hours if demand warrants it? **SR** stated we are fully prepared and the Casual staff are ready to return, **TK** added that there is also a reservoir of temp staff available should they be needed. If 3 Pop and Skool dayz events sold out would you consider fitting in some additional events, **SR** responded that this is a possibility, but we will have to assess the situation on an ongoing basis.
- Following the release of the event tickets do we have the IT capacity and infrastructure in place to cope with the possible demand? **SR** responded that we always go to MSL before a big launch to enable them to provide more capacity if required.
- **CL** asked if Circling would be back? **SR** stated we will have to wait for the further guidance from the Government, and if it is to go ahead we will have to hold a briefing for those involved, club Social Secretaries and Presidents to sign and agree to the Circling conditions.
- **CL** added would you consider extending Pop hours, **SR** felt he would be reluctant to extend the hours and that 7hours in the venue is enough, not only for the Students but also the staff.
- Will we be honouring the Annual Passes for those students who purchased them at the beginning of the Academic year. **SR** responded we will be honouring passes, and will have to look at how we establish whether those students wish to attend in order to then calculate the number of general tickets we can then sell.



- Have you considered the NUS guidance? No but we will be fully following the Government guidance, and will ensure we have a safe environment. **SR** will keep the Board fully updated.
- **AM** asked what are the views of those SU Officers who represent diverse groups, on the events taking place. **LM** suggested keeping the PTO Officer team updated so any concerns can be raised.

6.9.O New Strategy Plan 2021-2025

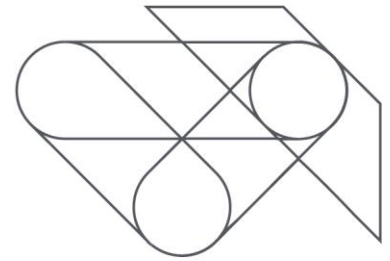
Rob Parkinson

RP ran through the Strategy document which has been prepared for presentation by George Dowding and Scarlett Danks.

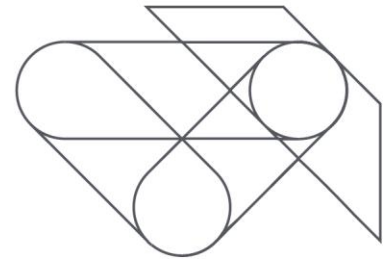
Last October the Board of Trustees signed off the initial draft of the new strategy, a Strategy Sub group were formed to complete the work, following staff consultation the Board are asked to note the findings of the consultation and approve the document as is or with any agreed changes.

Points raised:~

- **AHW** questioned where is the detail behind the targets, is there more data? **RP** confirmed that **MC Finance** will confirm the budget and financial plan in his report to back up the Financial targets, and we are pulling together a detailed project and business plan for each year to support the overall strategic plan. **AHW** clarified that we are here to approve the direction of travel document.
- **HD** suggested when you look at the response rate this is not a large number, should the measures of success be more qualitative and if this is a base level now, do we have a 'What good looks like' benchmarking against the targets. **RP** responded we have benchmarked a number of the targets, and believe there is stretch in achievable targets we are happy to hold ourselves to account to achieve. The Strategy Sub Committee will send out additional narrative adding context and we could add additional bench-making figures of where we aspire to be. **LM** suggested pulling out the top 10 and add where we want to be within that level.



- **HD** regarding Wording on one of the Ambitions – Building Communities, **RP** stated that in one of our initial strategy meetings it was agreed in a exercise of looking at what we Could, Should and Want to do, we agreed we could no longer commit to work in the wider communities, and the Building Communities sections relates to Student Communities. **GD** to change the working to state ‘Building Student Communities’.
- **AHW** – liked the strategy but questioned whether it is agile enough if we have to deviate from the plan especially on reflection of the last 12months and the Pandemic, **RP** has discussed this with the Board and the Sub Group and believes we have a produced a Strategy with enough flex to be agile and we talk about a covid 19 recovery plan **RP** will add a short narrative wrap around regarding the best strategy for the next five years, that this will be reviewed on a regular basis, setting the tone for Liberation, Environment and State of the Union report.
- **LM** suggested changing the forward slash / for a hyphen – in dates August-November. **GD** to action.
- **TK** suggested every year we will present a new plan in line with the strategy, is there a process for keeping the students engaged. **RP** suggested we will produce a State of the Union update which will plot ‘What we said we would do’, against ‘What we have done’. We will check in with Students to ensure we are strategically on track, to garner their opinions on our plans prior to setting the work plan for the next 12 months.
- Is the format of the document readable for all, **GD** confirmed it is fully accessible, and we will have a plain text version for screen readers along side it.
- **IB** questioned the figure for the Advice Centre of 97% report a feeling of Wellbeing, how are we measuring this, as the Advice Centre are concerned about their ability to achieve this. **RP** responded that all statistics had been approved by departments and were happy to agree them, however **RP** will go back and speak to the Advice Team regarding the measure of success. **CM** added she is having a meeting with the Advice centre to clarify what Wellbeing brings against Well fare, the issue maybe in the wording, **CM** will ensure they are happy with the targets.



RP asked the Board if they are happy to approve the Strategy Document with the agreed changes actioned. **Approved**

Agreed Actions

- Change of wording to include Student in communities section
- Change of / to a –
- Advice centre happy with the targets.

Items Below the Line:~

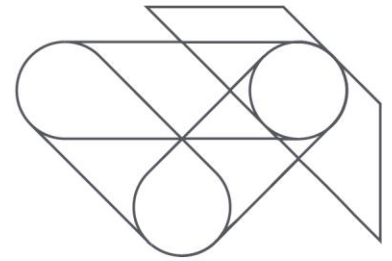
6.12.O Delegation of Responsibility **Approved**

6.13.O Calendar of Meetings **Approved**

6.14.O Action Log

MCC will update the action as discussed.

Date of next meeting: 16th June 2021



SU Opening Plans

Currently

Curiositea Mon-Fri 11am-6pm (takeaway only with seating outside)

Dirty Duck Wed-Sat 5pm until trade reduces (external table service only, no food)

From 17th May (assuming roadmap dates met)

Curiositea Mon- Fri 10.30am-5.30pm (takeaway service)

Dirty Duck Mon- Fri 5pm – late (table service only, food & drink)

Terrace Bar Mon-Sat 5pm- late (table service only)

SUHQ open Mon- Fri 8.30am-4.30pm, to allow resident societies access to the building, access to society storage and limited additional study space. No expectation of a return to onsite working for staff not employed in the commercial and facilities departments at this point

From 21st June (assuming roadmap dates met)

Curiositea Mon- Fri 10.30am-5.30pm (service style tbc)

Dirty Duck Mon- Sat 5pm – late (service from the bar)

Terrace Bar Mon-Sat 5pm- late (service from the bar)

Copper Rooms- 3 proposed events Wed 23rd June, Sat 26th June, Wed 30th June (ticket release date will be Monday May 17th)