

## Students' Union Trustee Board

**Minutes of the Meeting of the Trustee Board  
Thursday 28<sup>th</sup> November 2023 – Via MS Teams, 17:00**

**Present:**

Al Linforth (Chair and President) – AL  
Isobel Price (VP Student Activities) - IP  
Beky Williams (Lay Trustee Vice Chair) – BW  
Erica Burke (Lay trustee) Joined at Item 6 - EB  
Eryn Orme (Student Trustee) - EO  
Tim Young (Student Trustee) Joined at Item 6 – TY  
Erin Boddice (Student Trustee) - EBo

**In attendance:**

Sophie Williams (SU Chief Executive) – SW  
John Abell (Minutes)

**1. Attendance and Apologies**

Apologies received for Sebastian James, Mel Brittain, and Mattie Osborne.

**2. Minutes of the last meeting**

Minutes of the previous meeting were approved.

**3. Matters arising**

Fill in Related Party and Declarations of Interest forms if applicable and return to SW. **COMPLETED**

Board approved SW finding out more information and delegated authority to HR Sub Committee to decide on employee business accident cover. **COMPLETED – Decided not to proceed.**

Board agreed to change the Strategic Plan photo design for better representation of activities and approved the plan subject to SW making minor amends. **COMPLETED**

Board approved asking EB to be Lead Trustee. **COMPLETED**

Board requested current student numbers (to be updated through the group chat) **COMPLETED**

**4. Declarations of Conflicts of Interest (including Register of declarations of Interest)**

None declared.

## 5. Chief Executive Officer Report

SW presented their report presuming it was read.

- Accounts have been reforecast with any 'unnecessary' expenditure removed. The Bar opening hours are being reviewed and it may not be viable to open as long during the day or at weekends as student staff hours/costs are unviable.
- BT Sport cost is being reviewed and likely to end contract.
- There will be salary savings due to vacancies.
- The end of year deficit has been reduced to approximately £36,500 (half the original forecast).
- University Audit and Risk Committee was very complimentary about the SU and they commended the SU staff. PVC Finance and Resources suggested the SU look into removal from the SUSS pension scheme which will be followed up.
- SW has tried to move the SU up the University estates plan as the building is so tired and poor in terms of sustainability.
- Staffing and HR [Commercial in Confidence].

## 6. CEO Objectives

**Erica Burke and Timothy Young joined the meeting.**

Strategic Framework and Plan was well received by the Board of Governors and will be discussed by the Officers and Uni PVCs before it is launched to the student body.

SW is progressing the joint project with PVC Students (around Race Equity).

[Commercial in Confidence].

## **Approval items**

### 7. Monthly Management Accounts

No questions. Accounts were approved.

### 8. Risk Register

SW noted that the Risk Register appears at each November meeting and explained the new risk appetite statement, which was agreed to be a good addition. The main areas to note are:

- 1.5 – Financial risk increasing from Medium to High due to lack of increase in block grant for successive years. University student numbers may well impact any rise in Block Grant next year. [Commercial in Confidence].
- 4.7 – New risk regarding freedom of speech due to the new act.
- A new risk on data breaches, mainly in relation to SAGE.

- 6.4 – Increased from medium to high due to the cost-of-living crisis.

EB asked if the SU uses other services from the University that means the University has access to staff data? SW explained the process around the data sharing agreement and mentioned the only service is EAP and GDPR has been considered in this.

The risk register was approved.

## **9. Annual Statement of Legal Compliance**

The statement was approved.

## **10. Matrix of Delegated Authority**

SW presented the matrix.

SW asked whether Board wanted any involvement from the University PVC into the remuneration of the SU CEO?

**Action: Board approved removal the requirement of the PVC to input into the remuneration of the CEO though they would be able to input into the appraisal process.**

The Matrix was approved.

## **11. Draft Annual Impact Report**

SW presented the latest impact report. IP and BW commented on how good the report looked and commended the staff involved.

The report was approved.

## **Reporting items**

### **12 HR and Remuneration Sub-committee Report**

SW explained the meeting outlining major discussion points of staff savvy and that alternatives are being explored.. The committee also discussed matters arising from the Staff Consultative Forum.

The staff handbook is being reviewed in line with new Worker Protection Bill (part of Equality Act 2010) to ensure staff are protected from harassment.

Sick Policy was being reviewed and updated (not done since 2016), including benchmarking against other SUs. The committee felt that the current levels of sick pay offered were far too generous in its current guise (much more so than other public or charity sector bodies in members' experience) for the size of the organisation and the current challenges the SU is facing.

### **13 Finance Committee Report**

Organisational costs were reviewed as discussed in the CEO report. Sub TV is being reviewed to hopefully increase revenue. The Bar is doing well for student group takeovers. The bar is busy but students are still not spending. Marketing will be increased around non-alcoholic drinks and the good value of the bar.

Tills need to be replaced due to age and capacity to provide required data around sales. SU infrastructure (e.g. toilets) were also discussed due to the age of the venue and repeated issues.

IP noted that marketing regarding the low prices in The Bar would be shortly launched on social media.

EO noted they had asked student groups about the SU space and asked whether the space could be made more warmer and more intimate when fewer students were in it? SW noted that this needed University investment and hoped the University would see this as a priority in the coming years.  
[Commercial in confidence]

BW asked whether other SUs had a history of receiving external grants.

**Action: SW to ask other SUs regarding grant funding.**

TY asked a question around development of more joint /tie-in nights between Tramps and The Bar. SW and BW noted this had been tried before with limited success due to the distance between the venues. EO and TY noted that atmosphere was key.

## 12 Officers' report

- IP presented AL's report.  
Work is being undertaken with Chartwells to support the community cupboard. SU Drive initiative will be started. Breakfast clubs are back and have been well received. Hey Girls partnership has been renewed to provide free period products.  
EB asked if the stock could be replenished at St John's. AL would make this happen.  
International Hardship – Meeting has happened with senior management from international office and 12 local competitors funds will be reviewed with the hope this will persuade the University to start a fund.  
Networks – Bursaries for chairs are being reviewed for their first payments.  
TeamWorc – Marketing is being reviewed to better explain to students what TeamWorc is, including the development of a video.
- IP presented their report.  
Consent Campaign happened in November.  
Give it a Go week will happen in January to engage students with extra-curricular activity.  
Societies are collaborating well this year.  
Work with Glos SU Activities Officer is progressing for Varsity.
- IP presented SJs Objectives.  
Plain English campaign has been launched to help students understand University documents.  
Rep forum happened in December with timetableing, VLEs and parking discussed.  
Academic Rep conference will be in January.

## 13 Executive Committee Verbal Update

IP noted the committee met on 17<sup>th</sup> November. New sports and societies were approved. Food pricing at Chartwells was discussed as a student issue, as well as the NUS constitution vote.

**14 Student Council Summary**

AL noted Council was on 24<sup>th</sup> October. Attendance was low. Several new policies were approved as well as good discussion on current student issues.

**15 Board of Governors summary**

AL noted that Board discussed student poverty and the SU was thanked for running the community cupboard. The University has launched a retention project. The SU strategic framework was praised and it was noted how strong the relationship was between the University and SU this year.

**16 Any Other Business**

PVC Students – Noted that Tim Jones would attend the next meeting.

**Date of next meeting: 06 February 23 17:00**

**Summary of Actions:**

Action	For	To be completed by
Ask other SUs regarding external grant funding.	SW	Next meeting
Removal the requirement of the PVC to input into the remuneration of the CEO.	HR Sub	NA