

Trustee Board

Minutes

13th March 2015, 1pm
OUSU, 2 Worcester Street, Oxford, OX1 2BX

Present:

Louis Trup (LT) *Chair*, James Blythe (JB) *VP Access and Academic Affairs*, Anna Bradshaw (AB) *VP Women*, Chris Pike (CP) *VP Welfare and Equal Opportunities*, Jack Matthews (JM) *VP Graduates*, Ruth Meredith (RM) *VP Charities and Community*, James Hunt (JH) *External Trustee*, Richard Jackson (RJ) *External Trustee*, Harini Iyengar (HI) *External Trustee*, Tom Flynn (TF) *External Trustee*, Eden Tanner (ET) *Student Trustee*, James Elliott (JE) *Student Trustee*, and Will Neaverson (WN) *Student Trustee*.

In Attendance:

Amelia Foster (AF) *CEO*

1. Apologies and Introduction

The Board introduced themselves, with a particular welcome to the new student trustees James Elliott, Will Neaverson and Eden Tanner, and to the new external trustees, Harini Iyengar and Tom Flynn.

2. -

3. Minutes from the Previous Meeting

The minutes were approved.

4. Matters Arising

No matters arising.

5. CEO's Report

WN asked as why there was over £85,000 in some of the accounts. AF explained that this was due to cash flow and is only ever a very temporary situation.

Discussion around clubs and societies support also took place, but was cut short in anticipation of item 6. It was agreed that at the next meeting, a paper would be brought with a strategy for OUSU's clubs and societies support. **Action:** LT to bring a paper about clubs and societies to the next Board meeting.

6. Oxford Hub

There was broad agreement for the proposal in the paper. Trustees were keen to be kept up-to-date with whether a short-term agreement is implemented. There was also interest in looking at the long-term provision of volunteering support, especially in relation to other strategic objectives (such as clubs and societies provision).

7. Quinquennial Review of OUSU's Governance

The Board found most of the paper to be acceptable. However, there were three key areas of discussion, as follows:

- a) Paragraph 24: the redrafting of the final sentence, which is currently being done by the university, to ensure that there is no misunderstanding with regards to OUSU Council's decision to define the constraints of policy.
- b) Paragraphs 56 and 61: there was a desire to clarify that the decision to make changes to bye-laws sits with OUSU Council. It was clarified that this was expressed in the review group and at the joint committee.
- c) Paragraph 83: It was agreed that 'should' be changed to 'can'. [Post meeting note: This has since been asked of the University].

8. Revised Complaints Procedure

After significant discussion on the Working Group's paper (which was broadly welcomed) the board agreed that:

- a) There should be a single point of contact for complaints.
- b) The decision about how a complaint should be dealt with would depend on whom the complaint was against.
- c) The procedure for the handling of a complaint should also be based on the nature of the complaint.
- d) There should be a clear and simple process with a flow chart to assist in the management of complaints. This should include an indication of which people would investigate and the structure of appeals.

Action: It was agreed that **AB, JM and ET** would draft a new procedure that the Board could subsequently comment on. This is to be circulated by email.

9. Sabbatical Officer Remits

The Chair updated the Board about the work that the sabbatical team are currently undertaking with regard to officer remits and informed them that an all-student consultation is being undertaken. The Board will receive further updates. **Action:** **LT** to update the Board.

10. Returning Officer's Statutory Election Report

Questions were asked about ways to increase turnout in the elections. Following the recommendation in the paper, advice was given that financial support to candidates could be in the form of materials, not money. There was also an awareness of the fact that as discussions regarding question hurdles and other ways to ensure liberation representation takes place, the legal elements must be constantly considered.

11. Chief Executive Officer Probation Report

The Board agreed to confirm that the chief executive has successfully completed her period of probation. **Action:** The Board requested that AF should bring a plan of what she is going to work on to the next Board meeting, including KPIs.

12. Chair of Council's Termly Report

The Board thanked the chair of OUSU Council for a good term, and wanted to thank him for his work on accessibility.

13. Any Other Business

RJ gave a vote of thanks to Paul Silk and Phil Harvey for their work as external Trustees.

Action: It was agreed that **LT** would write a formal letter of thanks.

There was a request for more clarity about confidentiality of Board papers/discussions. **Action:** **LT** to bring a proposed confidentiality policy to the next Board meeting.