

Oxford University Student Union
Company Number: 07314850
Charity Number: 1140687

Trustee Board Meeting
20th June 2014, 10:00am
4 Worcester Street, Oxford, OX1 2BX

Minutes

Present:

Tom Rutland (TR) *Chair and President*, Charlotte Hendy (CH) *VP Welfare and Equal Opportunities*, Sarah Pine (SP) *VP Women*, Dan Tomlinson (DT) *VP Charities and Community*, Paul Silk (PS) *External Trustee*, James Hunt (JH) *External Trustee*, Barnaby Raine (BR) *Student Trustee*, Margery Infield (MI) *Student Trustee*, and Christina Toenshoff (CT) *Student Trustee*.

In attendance:

Antony Blackshaw (AB) *Interim CEO*
Ami Gell (AG) *Minutes*
Louis Trup (LT) *President Elect*
Anna Bradshaw (Anna) *VP Women Elect*
Chris Pike (CP) *VP Welfare and Equal Opportunities Elect*
Cate Hemingway (Cate) *Student Advice Service Manager (part)*

1. Apologies

Richard Jackson (RJ) *External Trustee*
Phil Harvey (PH) *External Trustee*
Rachel Pickering (RP) *VP Access and Academic Affairs (Arrived 12:15pm)*
Garlen Lo (GL) *VP Graduates (Arrived 12:15pm)*
James Blythe (JB) *VP Access and Academic Affairs (Arrived 12:15pm)*
Ruth Meredith (RH) *VP Charities and Community Elect*

SP apologised that she would need to leave at 11:30.

DT apologised that he would need to leave at 11:00am and would return later in the meeting.

2. Transfer of items for discussion from section 2 to section 1

Agenda items 15.a, 15.c, 16 and 17 were moved above the line.

3. Minutes from the meeting 14th March 2014

The committee passed the minutes as a true representation of the meeting.

4. Matters arising not covered elsewhere

No matters arising.

5. CEO Recruitment Update

TR updated the board that the final round of interviews with the four shortlisted candidates took place on Wednesday 18th. Informed the board that the panel was made up of himself,

Antony Blackshaw, Louis Trup, James Hunt and Emma Potts (*Director of Student Administration and Services*). TR announced that the panel were all in agreement about the chosen candidate, and had recommended Amelia Foster, current CEO of the Roald Dahl Museum to the Personnel Committee and the committee had formally approved the appointment. TR informed the board that it is expected that Amelia will be able to start at the beginning of September.

6. NUS Referendum Update

TR updated the board that following his motion to 7th week council, OUSU will be remaining affiliated with the NUS. Explained that Junior Tribunal voided the referendum, following the discovery that an excess of unique voter codes had been produced, and were used to vote 'no' in quick succession. TR added that the proctors are currently investigating the situation. Reported that Mi-Voice is believed to be secure if properly facilitated, however recognised that it now carries a reputational risk. Explained that this has resulted in the acceleration of purchasing a voting system module to be used on our website, which should be in place for Michaelmas elections.

7. OUSU Final Budget for 2014/15

AB reported to the board that this is a one-year slice of the 3-year budget that was already approved in March, however due to small changes resulting in approximately an £850 difference, it requires approval from the board. TR informed the board of a request from Rachel Pickering to change 'Access Projects' to read 'Target Schools'. AB added that although the bottom figure suggests a deficit, this is very much in line with the three-year plan. **Budget approved by the board.**

8. Living Wage Accreditation

DT explaining that he was bringing this to the attention of the Board as it involves the affiliation of OUSU to an external organisation. He was asked if OUSU receive anything for this affiliation. DT replied that OUSU would be listed on the Living Wage Foundation website, and would receive a plaque confirming their accreditation to install in OUSU reception. Asked if workers coming into OUSU from other organisations would affect us. DT stated that we would not lose compliance for short-term contractors, due to the amount of hours that need to be worked in order for employees to apply. Asked if the wage shifts as the living wage changes each year. DT confirmed that this is correct. **Board approved accreditation.**

9. Risk

PS reported that there are better ways of integrating risk in OUSU management and suggested that a risk sub-group be set up. Explained that a risk register should be a constantly reinvigorated and used management tool.

PS stated that the most difficult question here is establishing what risks are not covered here. A Premises risk was suggested. TR agreed that this should be a Board level risk in order to encourage discussion about it. **Board agreed to add the unsuitability of the current premises to the register.**

Board recognised that a list of more specific things need to be included on the register, as well as practical changes including the addition of titles and colour coding. Agreed that PS will put something together on this, creating a live document that can be amended on a regular basis.

10. Governance

a) Update on Byelaws/Regulations

TR informed the board that Council repealed all remaining Rules and Standing Orders in 7th week, and passed all changes to the Byelaws, General Regulations and Direct Election Regulations, which are now in place and have taken effect. Reported that new remits for the sabbatical officers were passed in extraordinary council, but explained that these need fleshing out. Added that Exec remits had also passed, following the removal of any irrelevant points, but again needed further consideration. TR thanked Richard Jackson, Nick Cooper and Ami Gell for their help with these changes and informed the sabb elects that they now stood in a better position for next year.

b) Quinquennial Review

AB commented that RJ has already done an astonishing job on this, and we would not be where we are today without his continued support. Explained that this review happens every five years under the 1994 Education Act, however there is a wider plan to bring up to date the byelaws and regulations alongside it. Required the approval of the board on the QR group. A query was raised about how the trustees on the review group were chosen. TR confirmed that this is only a proposal, however explained that MI was chosen as he wanted to ensure that all student trustees had additional responsibilities within their roles, and BR and CT already had these, and RJ was chosen due to his expertise in this particular area. PS and JH confirmed that they are content with RJ taking on this role. It was suggested that there could have been a member of Internal Affairs Committee on the group. TR responded that the president would ideally form a link between the two.

It was noted that SP thought that there should have been more discussion about who was appropriate to sit on the group, and objected to the paper on the basis that the review group had been chosen without a full consultation. **Board agreed to the paper's proposals.**

11. OUSU Annual Report

TR presented the Annual Report to the board. The board queried how this is distributed amongst students. TR informed the board that it has been emailed to the whole student body, and hard copies have been distributed at Council, and will be sent to JCRs. Noted that ideally this should have been done a little earlier, and recommended distributing more copies at the beginning of Michaelmas. A re-run for Freshers' Fair with new sabb photos was suggested. LT stated that the layout was not ideal for Freshers' Fair and Anna recommended that it be modified into relevant flyers.

12. SAS Annual Report

Cate informed the board that it has been an amazing year for the SAS, with the creation of 7 policies enabling them to join Advice UK and the expansion of the service to create a manager role, and double the capacity. CH noted that Cate has been fantastic at making these things happen. Cate reported that they hope to expand the drop in sessions, however if a student was to turn up in distress outside of these hours, and someone was in the office, they would still see them. Cate flagged the issue of accessibility and explained how a visitor from the disability centre found it very difficult to enter and get around our building. AB noted how invaluable these reports are to OUSU and thanked Cate for all her work.

PS noted that the risk involving the SAS on the register could now be dropped. TR agreed but suggested that we consider any others that may have arisen in the meantime as part of the work of the new risk sub-group.

13. Safety Zones

CH explained that this is a scheme in which local businesses sign up to become a designated 'safe zone', meaning that their staff would be trained and their businesses advertised, so that they are able to respond appropriately in the event of a student feeling unsafe. Added that she is bringing this to the board as she hopes that it will continue to develop over the next year, however, it may have financial implications. PS asked if Brookes students would benefit from this as well. CH agreed that she considered this a sensible next step. DT praised the proposal, particularly due to the need of alternatives to the safety bus, and suggested that proper partnerships are used with the police and the City council when moving this project forward. The board discussed which sabbatical portfolio this would sit in, with VP WEO, VP Women and VP C & C all considered. Agreed that many of the practicalities may fall naturally to C & C, but this is something that can be discussed between the incoming sabbs. CH noted that a wider conversation regarding sabb remits needs to be had, and suggested that this discussion could fit within that. The report received strong support from the board.

14. Interim CEO Report

AB reported that the strategic objectives of the organisation are still being worked towards, however we don't yet have any KPI's to measure the success of these. Suggested that election turnout would be an obvious KPI to use. Added that the building is also a key issue, as limited numbers of students visit OUSU, but really should be made aware of us at the first point of trouble. DT added that he is pleased that the building is key, and asked how long it will be until ticketing is available on the website. AB responded that it should be days, and at the very worst would be weeks. The board considered various issues with the current building, including limited meeting space, which is a problem for both staff and campaigns, the exclusion of grad students and lab students due to a building that is not accessible at all times, the late evenings for sabbs running meetings due to the inability to run simultaneous sessions, and the difficulty of finding us off the road.

TR thanked Antony on behalf of the sabb team, who are very grateful for his contributions to OUSU.

15. Finance

a) Minutes of the Meeting of 11th June 2014

This item was discussed as closed business.

b) 2013-14 Quarter 3 forecast

This item was discussed as closed business.

c) LOC

16. Termly reports from Sabbatical Officers and Termly Report from the Board to Council

TR reported that the report passed at council without comment and updated the board that from now on the Student Trustees will be providing a termly update from the board to council.

17. Handover/Induction Programme for New Sabbatical Officers

AB informed the board that RJ believes that an extra board meeting needs to happen over the long vacation that looks at the Quinquennial Review. AB suggested that we include information for the new sabbatical team about their roles as trustees within this proposed meeting. **Board agreed.**

18. Any Other Business

TR stated that the Board has worked well this year, and added that having the budget in place should relieve some of the pressure for the incoming sabbatical team. Concluded by thanking all of the Board and the sabbs for their constant hard work over the year.

DT gave huge thanks to TR from all of the sabbs for his chairing of the Board and his big successes throughout the year.

19. Date of the next meeting

TR stated that AB and LT would set this between them and update the Board.