

Members in attendance: Kennedy Aliu, VP Liberation & Equality (KA); Rosalie Chapman, VP Welfare (RC); Mia Clement, VP Activities & Community (MC); Daniele Cotton, Student Trustee (DC); Nick Entwistle, acting Chair (NE); Nick Harris, VP PG Education & Access (NH); Edward Jacobs, Student Trustee (EJ); India Jordan, External Trustee (IJ); Jenni Lynam, VP UG Education & Access; Charlie Palmer, External Trustee (CP); Flora Wilson, Student Trustee (FW).

Non-members in attendance: Dominic Anderson, Chief Executive (DA); Nikki Smith, Deputy CEO (NS).

Minutes: Melanie Duncan, People & Governance Manager (MD).

| | Item | Actions |
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| 1. | Apologies None. | |
| 2. | Minutes from previous meeting Minutes were approved by the Board. | |
| 3. | Conflicts of Interest DC and FW are planning to re-run for Student Trustee roles. NE & DA agree there will not be a conflict of interest for Item 11 but this will be reviewed at the start of discussions. | |
| 4. | Matters arising from previous meeting No Subcommittee Reports due to meetings being cancelled last term. Subcommittee meetings are scheduled for February and will report to the next Board meeting in March. Changes to the Rules of Student Council, approved by the Board in October, have been reverted by Student Council with the exception to the frequency of the meetings. A Student Council update will be brought to the next Board meeting. | |
| 5. | Sabbatical Officer Update The Sabbatical Officers provided updates on their activities from the past term. The Sabbatical Team thanked the Board for their continued support. | |
| 6. | Item removed from the agenda. | |
| 7. | CEO Report | Management accounts to be |

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| | <p>DA presented the CEO Report to the Board</p> <p>The main topics highlighted in the CEO Report are addressed under agenda items later in the meeting. The only topic not addressed is "Relationships with the City"; these discussions are scheduled to take place at the OSSL Board.</p> <p>There were no questions from the Board.</p> <p>Board note the Report.</p> | <p>circulated to the Board.</p> |
| 8. | <p>Michaelmas Term Impact Report</p> <p>DA presented the Michaelmas Term Impact Report to the Board.</p> <p>Board note the report.</p> | <p>DA to bring Council attendance report to D&E Committee.</p> |
| 9. | <p>SU Review</p> <p>DA and NH delivered a verbal update on the SU Review.</p> <p>Recommendations will be owned by the University's Student Life Committee which, along with the Board, will measure progress and KPIs. The recommendations will also go to relevant member groups for input before being put into practice.</p> <p>It has been proposed that the review will be completed by the end of Hilary Term, but the expectation is the end of Trinity Term. Some recommendations have already been made, but our preference would be that all recommendations are received together.</p> <p>The Board support the position that all formal recommendations of the review should be received together.</p> <p>The Board requests to see the Terms of Reference for the Review and the Memorandum of Understanding once completed.</p> | <p>DA to circulate the review panel membership and Terms of Reference to the Board.</p> <p>DA to share the Memorandum of Understanding with the Board once this is completed.</p> |
| 10. | <p>Mini-Strategy</p> <p>DA presented the one-year strategy to the Board. This is an interim strategy, as agreed by the Board, which will lead to the development of a 3 to 5-year strategy later in the year.</p> <p>This strategy will allow the Board to measure the CEO outputs and KPI's, along with giving the organisation measurables for the next year.</p> <p>Board approves the 1-year Strategy with the addition of a calendar of deliverables which looks at the resource requirement for each event, the key outcomes, and associated risks.</p> | <p>DA to create calendar of deliverables, assessment of resources, and associated risks.</p> |

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| 11. | <p>Annual Elections Plan</p> <p>The Board acknowledge the conflict of interest expressed at the top of the agenda by DC and FW. The members are permitted to stay for the item.</p> <p>The Democracy & Communities Manager is leading the Annual Elections project, with an emphasis on increasing outreach and engagement.</p> <p>It is also a priority to focus on welfare and wellbeing at every stage of candidate management.</p> <p>DA recognises that the KPI's are conservative; we would like higher numbers, but this needs to be balanced with current resource.</p> <p>Board note the paper.</p> | |
| 12. | <p>Board Recruitment Plan</p> <p>The Board are recruiting for the following:</p> <ul style="list-style-type: none">- An External Trustee with legal expertise, preferably in charity law- A Vice-Chair of the Board with significant sector experience- A Chair of Finance and Risk Subcommittee with a strong financial background. <p>Finances do not allow for agency recruitment for all roles and so this will be prioritised for the Finance Trustee. University and professional connections will be utilised to identify potential candidates for the other positions. There will be a strong emphasis on increasing the diversity of the Board.</p> <p>NE and IJ will be leaving the Board in May 2024. The recruitment plan and timeline will be presented to, and approved by, the Nominations Committee before recruitment begins. It is hoped that the recruitment timeline will allow for a handover period.</p> <p>Board note the paper and agree with the prioritisation of resource on the recruitment of the Finance Trustee.</p> | <p>DA to convene Nominations Committee.</p> |
| 13. | <p>AOB</p> <p>NE invites the Sabbatical Officers to contact him for meetings.</p> | |
| 14. | <p>Date of next meeting</p> <p>Thursday 21st March at 3pm, but this may be reviewed based on proximity to this meeting.</p> | |

Oxford SU Trustee Board
Wednesday 17th January, 2pm (Postponed Michaelmas Term meeting)
Oxford SU, 4 Worcester Street, Oxford OX1 2BX.
Charity number: 1140687
Company number: 07314850



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| 15. | CLOSED ITEM | |