

Members in attendance: Shermar Pryce, President for C&CR (Chair) (SP); Seun Sowunmi, President for UG (SS); Alisa Brown, President for W&EI (AB); Wantoe Wantoe, President for PG (WW); Charlie Palmer, External Trustee (CP); Ben Ward, External Trustee (BW); Lottie Sandberg, External Trustee (LS); Fay Shorter, External Trustee (Vice-Chair) (FS); Nick Lang, Student Trustee (NL); Kush Vaidya, Student Trustee (KV); Eleanor Miller, Student Trustee (EM); Lucy Chen, Student Trustee (LC).

Non-members in attendance: Nikki Smith, CEO (NS); Conall MacNiocaill (CM).

Minutes: Melanie Duncan (MD).

	Item	Action Summaries
1.	<p>Housekeeping/Welcome to the Board</p> <p>Introductions.</p> <p>NS gave a short overview of the new Trustee Board SharePoint site and explained the new file management and sharing system.</p> <p>Decisions</p> <p>The Board confirmed that they are happy with the file management and sharing on the Trustee SharePoint site.</p> <p>The minutes from the previous meeting were approved by the Board.</p>	<p>Action summary:</p> <p>NS to bring paper to the October meeting re. classification of papers.</p>
2.	<p>Confirmation of chair rotation and ratification of first Chair</p> <p>FS chaired this item.</p> <p>FS outlined the proposal of the 25/26 Sabbatical Officer team to share the role of Chair of the Board. The proposed timeline is:</p> <p>This meeting – SP October meeting – AB December meeting – SS February meeting – WW April meeting – SS June meeting – SP</p> <p>FS will step down as Vice-Chair at the end of August. NS introduced CM as FS's replacement, following CM's selection from the recruitment round for Jacqui Clement's position.</p> <p>Board members are invited to nominate themselves for the role of Vice-Chair.</p> <p>Nominations for role of Vice-Chair</p> <p>1) Ben Ward, External Trustee</p>	<p>Action summary:</p> <p>NS and Board to agree structure of the CEMC and CEO support.</p>

	<p>Decisions</p> <p>Board approved the proposal for a shared Chair position.</p> <p>Board approved Ben Ward as Vice-Chair from 1st of September.</p>	
3.	<p>Sabb Intro Session, SU Strategic objectives 25/26 and Sabb Project plans</p> <p>Board to discuss</p> <p>SP takes up the Chair.</p> <p>The Sabbatical Officers deliver a presentation. The presentation included:</p> <ul style="list-style-type: none"> - Introduction to each Sabb and their backgrounds both before and during their time at Oxford. - Their current objectives and project plans. - Overview of the SUs 7 strategic priorities for the 2025/26 academic year. 	
4.	<p>Board annual planning cycle 25/26</p> <p>NS reported that the Transformation Project had disrupted the normal business cycle but planning is now returning to a stable annual cycle.</p> <p>KV asked about raising risk management issues outside the annual Risk Register review and queried some risk scores. NS confirmed the RR is reviewed annually with the audit, noting several risks have been mitigated through the Transformation Project and delivery of the P&C strategy.</p> <p>KV highlighted missing Articles on the website; NS confirmed this followed a website update. MD to liaise with Comms to resolve.</p> <p>NS reminded the Board of the audit timeline set out in the paper.</p> <p>Decisions</p> <p>The Board approved the annual planning cycle.</p>	<p>Action summary:</p> <p>NS to create working group to review the RR.</p>
5.	<p>Updated delegation of authority</p> <p>NS gives an overview of the DOA paper.</p> <p>LS highlighted some suggested wording changes which she will send to NS and MD in an email after the meeting.</p> <p>Decisions</p> <p>Board approved the scheme of delegation subject to amendments from LS.</p> <p>Board approved the areas of the DOA relevant to CCR can be shared.</p>	

<p>6.</p>	<p>Subcommittees 25/26</p> <p>NS proposed that, following the Transformation period, subcommittee business continue to be managed directly by the Board.</p> <ul style="list-style-type: none"> - Media Oversight Committee: To be disbanded once the newspaper transition is complete. LS to join in the interim. - CEMC: To continue, with a handover between FS, NS, and the new committee before FS steps down. The committee will set and appraise CEO objectives, support wellbeing, and provide oversight. FS's replacement to be agreed. - Finance & Risk / People & Culture: Functions to be absorbed by the Board. - CCR Subcommittee: <ul style="list-style-type: none"> o To be formally established with a new Terms of Reference. o Membership confirmed as: SP, AB (Sabbatical Trustees); CP, FS (transitioning to CM) (External Trustees); EM, KV (Student Trustees). o Recusal procedures to apply for any conflicts of interest. o Open invitation for all Board members to attend. <p>Decisions</p> <p>Board to absorb Finance & Risk and People & Culture business.</p> <p>Media Oversight Committee to be disbanded following newspaper transition.</p>	<p>Action summary:</p> <p>CCR Subcommittee membership to be confirmed by email.</p> <p>CCR Subcommittee ToR to be drafted and approved by the Board</p>
<p>7.</p>	<p>Strategic planning cycle</p> <p>NS presented on the SU's current strategic planning position, interim objectives for 2025–26, budget timelines, required Board actions, and the proposed October Board agenda.</p> <p>SP queried student input; EM confirmed Student Trustees and the CCR pilot would provide adequate engagement.</p> <p>KV raised concerns about impacts on common room budgets. NS noted contributions have remained £2,500 per college for ten years and any increase would align with SU value added.</p> <p>NL asked for clarification on Common Room legal status; NS advised this sits with the Conference of Colleges, expected to form a committee with SU involvement. SP suggested a CCR motion to maintain focus.</p> <p>KV requested past budget information; NS confirmed the approved budget will be circulated.</p> <p>Decision</p> <p>A short meeting will be held prior to October for budget submission, with formal approval at the October Board.</p>	<p>Action summary:</p> <p>NS to share approved Budget with new Board members.</p> <p>Meeting regarding the budget submission to be arranged prior to October Board meeting.</p>

Oxford SU Trustee Board

Tuesday 12th August 2025, 13:00pm

Oxford SU, 4 Worcester Street, Oxford OX1 2BX.

Charity number: 1140687

Company number: 07314850



8.	<p>Oxford Student transition update</p> <p>NS reported on the Oxford Student Newspaper transition:</p> <ul style="list-style-type: none">- SU will no longer act as registered office.- Board members appointed; next steps include asset transfer and contract creation.- David Banks retained (SU-funded) until end of September.- Transition on track, with independence expected by end of September. <p>The Board noted the update.</p>	
9.	<p>AOB</p> <p>NS provided a brief update on the provisional year end position for 24/25.</p> <p>NS recorded thanks FS as this was her last meeting.</p>	<p>Action summary:</p> <p>NS to send KV the Reserves Policy.</p>
10.	<p>Date of next meeting</p> <ul style="list-style-type: none">- Friday 24th October, 10am – 4pm. In-person.	