

Members in attendance: Kennedy Aliu, VP Liberation & Equality (KA); Mia Clement, Chair (MC); Jacqui Clements, External Trustee (JC); Daniele Cotton, Student Trustee (DC); Danial Hussain, President (DH); Edward Jacobs, Student Trustee (EJ); Charlie Palmer, External Trustee (CP); Fay Shorter, External Trustee (FS); Ben Ward, External Trustee (BW); Flora Wilson, Student Trustee (FW).

Non-members in attendance: Alastair Lyon, Crowe LLP (AL); Nikki Smith, Interim Chief Executive (NS); Jordan Smith, Management Accountant (JS); Emilie Tapping, Change Director (ET).

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

	Item	Actions
1.	Apologies Apologies received from: <ul style="list-style-type: none">- Jenni Lynam, VP UG Access & Academic Affairs- Nicholas Harris, VP PG Access & Academic Affairs- Nick Entwistle, External Trustee- Rosalie Chapman, VP Welfare	
2.	Minutes from previous meeting Minutes were approved by the Board.	
3.	Conflicts of Interest No conflicts of interest were declared.	
4.	Matters arising from previous meeting No matters arising were discussed.	
5.	Vice-Chair Nominations One nomination was received from Fay Shorter prior to the meeting. Board approved Fay Shorter as Vice-Chair of the Board.	
6.	REDACTED	
7.	Transformation Plan Update ET presented an overview of the early stages of the Transformation Plan. The presentation highlighted the progress made so far, the proposed priorities for each term, and proposals for student engagement and communications activities.	ET to circulate gant chart to the Board for information.

	<p>The Board discussed the funding submission to PRAC for the academic year 25/26, which is required by the end of Michaelmas Term.</p> <p>The Board discussed the risks in relation to the Transformation. ET explained that a detailed risk analysis was yet to be carried out, but highlighted some potential risk factors of the project, including disagreements regarding the structure of the student representation system, delayed timelines, failure to improve relationships, and funding issues.</p> <p>The Board discussed the potential collaboration with other Student Unions, particularly Cambridge, and NS confirmed that a meeting was already planned.</p> <p>The next Transformation Committee meeting is scheduled for week commencing May 6th 2024.</p> <p>The Board noted the update.</p>	
8.	<p>Oxford SU Subcommittees</p> <p>NS presented the proposal for Oxford SU Subcommittees in light of the Transformation project.</p> <p>The redistribution of committee responsibilities was proposed as below:</p> <ol style="list-style-type: none">1. People and Culture Subcommittee – replaced by P&C review in transformation plan with Transformation Committee oversight2. Finance & Risk Subcommittee – oversight from Trustee Board3. Nominations Committee – paused until required4. OSSL Board – per agenda item 65. Democracy and Engagement Subcommittee – replaced by D&E Review in transformation plan with Transformation Committee oversight. <p>CP raised the question of the Media Board's role. The Board discussed student media complaints, and agreed that any outstanding or new complaints would be considered by the Trustee Board for the next few weeks. Media Board will be reviewed along with the other Subcommittees as part of the Transformation plan.</p> <p>The Board approved the proposal.</p>	
9.	<p>Oxford Student MOU</p> <p>NS asks the Board to comment on and approve the MOU to be agreed by the Oxford Student Editors-in-Chief.</p> <p>The Board agreed that the MOU should be between the Oxford Student and the Oxford SU Trustee Board, not the Chief Executive. NS was asked to make this change to the document.</p>	<p>NS to edit the MOU document to include the changes recommended by the Board.</p>

	The Board approved the MOU subject to the discussed changes.	
10.	<p>CEO Support</p> <p>NS left the meeting for this agenda item.</p> <p>Support for the CEO will follow sector best practice, provided through a Chief Executive Management Committee comprising of the Chair and Vice-Chair of the Board.</p> <p>The Board approved the proposal.</p>	JC to action next steps.
11.	<p>OSSL Update – Performance & Trading Status</p> <p>JS joins the meeting to present Items 11 and 12.</p> <p>The Board were asked to decide if OSSL should remain trading or be made dormant.</p> <p>JS recommended keeping OSSL trading despite decreased activity, as reinstating it in the future would be laborious. The focus of OSSL would primarily be on Freshers' Fair and media sales, but NS highlighted some potential new commercial opportunities under consideration.</p> <p>JC stressed the importance of not missing out on income opportunities and suggested consulting auditors for clarity on primary purpose trading.</p> <p>Time allocation and directorship OSSL was also discussed, with proposals for short, infrequent meetings involving NS, a Sabbatical Officer, and a representative from the University.</p> <p>The Board voted for OSSL to continue trading without objections.</p>	<p>JS to confirm resignations of current external OSSL directors and to organise set-up of new directors as required.</p> <p>A discussion on pensions to be brought to the next Board meeting.</p>
12.	<p>Audited Accounts</p> <p>Alastair Lyon of Crowe LLP joins the meeting.</p> <p>AL gave a summary of the Financial Statement and the consolidated accounts of Oxford SU and OSSL for the financial year 1st Aug 22 – 31st July 23.</p> <p>JC asked AL to comment on the Oxford SU reserves policy, expressing concern at the current reserve levels. AL emphasised the importance of having several months' worth of reserves to ensure financial sustainability, and suggested that the Reserves Policy should be reviewed as part of the Transformation plan.</p> <p>AL gave an overview of the Audit Finding Report. Oxford SU is recorded as a going concern with two recommendations related to the</p>	JS to submit accounts in line with reporting responsibilities.

Oxford SU Trustee Board

Thursday 18th April 2024, 2pm.

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

Charity number: 1140687

Company number: 07314850



	<p>reviewing of debts and payroll.</p> <p>The Board expressed thanks to JS and the Audited Accounts were approved.</p>	
13.	<p>College Disparity Report</p> <p>DH provided an overview of his college disparity report.</p> <p>The report is scheduled for publication on the 28th of April in article by the Sunday Times. There is also a dedicated website, campaign, and an open letter for students to sign. DH discussed the risks addressed in the report, and emphasised that there had been transparency throughout the process with both the University and the Conference of Colleges.</p> <p>The Board discussed the sustainability of the campaign and the importance of its integration into the SU's core activities. JC suggested alignment of the campaign with the SU's transformation priorities and strategic direction.</p> <p>The Board emphasised that it is their role to assess the potential risk and impact of the report, and that it is not their position to step into political campaigning. The Board expressed support for student officers pursuing this type of campaign.</p>	<p>NS to ensure media, PR and welfare support is in place for DH.</p>
	<p>AOB</p> <p>None.</p>	
	<p>Date of next meeting</p> <ul style="list-style-type: none">- Monthly meetings will be scheduled for the Trustee Board. These meetings can be cancelled if not required.	<p>MD to schedule monthly Board meetings.</p>