

Oxford SU Trustee Board

Friday the 31st of January, 10am.

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

Charity number: 1140687

Company number: 07314850



Members in attendance: Fay Shorter, Vice-Chair (FS); Jacqui Clements, External Trustee (JC); Ben Ward, External Trustee (BW); Charlie Palmer, External Trustee (CP); Eleanor Miller, Chair (EM); Lauren Schaefer, VP PG Education & Access (LS); Louie Wells, Student Trustee (LW); Fahad Al-Huda, Student Trustee (FAH); Luca Di Bona, Student Trustee (LDB).

Non-members in attendance: Emilie Tapping, Co-CEO (ET); Nikki Smith, Co-CEO (NS); Jordan Smith, Finance & Commercial Manager (JS); Sally Stephens, NCVO (SS).

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

	Item	Actions
1.	Apologies Charles Phua, Student Trustee.	
2.	Minutes from previous meeting Minutes were approved by the Board.	
3.	Conflicts of Interest EM and LS declare a conflict of interest regarding the Sabbatical Officer Salary discussion in item 8.	
4.	Matters arising Matters arising to be covered in various items on the agenda. JC queries some points from the minutes: <ul style="list-style-type: none">- Representation of students who opt out of membership, referring to the SU or Common Room? ET answered that our code of practice states that we must provide services for students regardless of their membership status within the SU or Common Room. There are some things to be worked out around voting in elections and SU policy spaces.- Role descriptions of Community Officers. ET explained that Community Officers roles will be looked at as part of the Bye-Law development. Once they have been created (predicted by Week 5) they will be shared with the Board.	Action summary: ET to share Community Officer role descriptions with the Board once they have been created.
5.	Ratification of Chair Board approved EM as Chair of the Board. 7 for 0 against 0 abstentions	
6.	Ratification of Student Trustees Board approved the cooption of LDB & FAH as Student Trustees. 7 for 0 against 0 abstentions	

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	JC explained the process of collective decision making and conflicts of interest to the new Student Trustees, as they are awaiting formal training.	
7.	Co-CEO update NS Update: NS updated the Board on staffing matters and student media. ET Update: ET updated the Board on Transformation and Elections. The Board noted the updates.	Action summary: MD to bring People & Culture Strategy to next meeting.
8.	Finance Update JS joined the meeting to present the Finance Update. The update included: Management Accounts Q2 Reforecast 25/26 Budget Sabbatical Officer Salary Discussion: LS and EM left the meeting for this discussion. Board approved the contractual working hours increase for the current Officers based on an increase in workload, backdated to the start of January 2025. The Board requested a review of Officer salaries, with the proposal for longer-term increase to be brought to the next meeting for review. Audit Tender: Minor corrections required: fix typos, update the number of Student Trustees on the Board, and include the relevant email address. JS explained that the audit tender process is being initiated due to cost considerations and the fact that the same auditor has been in place for 10 years. The Board agreed the Tender Panel – NS, JC, LS and LDB. The Board approved the Audit Tender document subject to suggested edits.	Action summary: JS to add reforecast to budget sheet. MD to write to current Officers outlining the changes to contracts. NS to bring review of Officer salaries and proposal for longer-term increase to the next meeting. JS to amend Audit Tender and circulate to relevant companies.
	Risk Register & Reserves Policy	Action summary:

<p>Risk Register (RR):</p> <p>JS provided background on the Risk Register for the new Student Trustees.</p> <p>The Board were asked to discuss any missed risks, whether risk levels were appropriately assigned, and whether mitigation strategies are sufficient:</p> <p>Board members to send comments on the RR to ET via email after the meeting.</p> <p>Freshers Fair (FF) Analysis & Commercial Recommendations:</p> <p>NS explained the financial performance of Freshers Fair and how it impacts the SU's ability to contribute to its reserves.</p> <p>Reserves Policy:</p> <p>JS presented a proposed Reserves Policy framework. The Board were asked to comment on and approve the framework.</p> <p>The Board approved the Reserves Policy framework.</p>	<p>Board members to send comments on the RR to ET via email after the meeting.</p> <p>RR to come back to the next meeting for approval.</p>
<p>Sabbatical Officer Support</p> <p>The Board enquired with the Officers as to any support required with their projects and workload. The Board discussed the Officers current main projects (EIRRS and Statue XI), future planning for workload, and how the Board can offer leadership and support for the Officer Team.</p>	
<p>Board Effectiveness and Succession Planning</p> <p>The Board was guided through a facilitated activity and discussion with Sally Stephens, Lead Governance Consultant, NCVO. Sally will draft notes and share them with ET and NS.</p> <p>Co-CEOs will present a succession plan at the next meeting.</p>	<p>Action summary:</p> <p>Co-CEOs to present a trustee succession plan at the next meeting.</p>
<p>Date of next meeting</p> <ul style="list-style-type: none">- Online informal Transformation Update with Co-CEOs and Board in February. Date and time TBC.- In-person formal Board meeting on Friday the 21st of March 2025, 10am – 1pm. <p>Actionable items from this meeting to be brought to meeting on the 21st of March:</p> <ul style="list-style-type: none">o People & Culture Strategy (MD).o Review of Officer salaries and proposal for longer-term increase (NS).o Risk Register for approval (ET).o Trustee succession plan (NS & ET).	

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