

Oxford SU Trustee Board

Thursday 31st October 2024, 10am

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

Charity number: 1140687

Company number: 07314850



Members in attendance: Addi Haran-Diman, Chair (AH); Charlie Palmer, External Trustee (CP); Charles Phua, Student Trustee (CPh); Lauren Schaefer, VP PG Education (LS); Fay Shorter, Vice-Chair (FS).

Non-members in attendance: Nikki Smith, Chief Executive (NS); Emilie Tapping, Change Director (ET).

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

	Item	Actions
1.	Apologies Apologies were received from: <ul style="list-style-type: none">- Eleanor Miller, VP UG Education- Ben Ward, External Trustee- Louis Wells, Student Trustee	
2.	Minutes from previous meeting Minutes were approved by the Board.	
3.	Conflicts of Interest AH declared a potential conflict of interest in relation to items included in the CEO Report (Item 6).	
4.	Matters arising from previous meeting <ul style="list-style-type: none">- Student Newspaper discussion item in the CEO Report.- Management Accounts were removed from the agenda. NS to circulate via email next week.	NS to circulate Management Accounts.
5.	Transformation Update ET delivered an update on the Transformation Project. Recommendations and updates Papers sent in relation to this item include the new Articles of Association for the Trustees to review. There will be a consultation period with the University where the Articles will be reviewed and approved. The outcome of the Democracy Review will have an effect, and may lead to the Articles being reviewed and rewritten (i.e. if the SU was to become a Conference of Common Rooms). The Bye-Laws will be simplified and will be created dependent on the outcome of the Democracy Review. Interim provision of election byelaws Interim election byelaws have been created to allow us to deliver the Hilary Term elections. Officer roles	Trustees to send any comments regarding the Articles to ET. ET to circulate officer role review and consultation outcome to the Board prior to the December meeting, and circulate regular updates to the board on democracy review student feedback. NS and ET to bring Officer JD's to December board meeting for approval.

	<p>There will be a review and consultation of the portfolio of Officer roles. This will be completed in time for the job descriptions to be presented at the December Board meeting for approval.</p> <p>Democracy Review AH presents an overview of the Democracy Review. This will be published in Week 4 along with a student survey, and will be taken to the all student meeting in Week 6. AH will produce an outcome report to present to the Board at the December meeting.</p> <p>JC enquired as to whether the University were being consulted as part of the process. AH confirmed that the University has been consulted. ET added the Student Life Committee would be reviewing the Articles and Byelaws via a working group.</p>	
6.	<p>CEO Report</p> <p>NS gave an overview of the CEO Report. The update covered:</p> <ul style="list-style-type: none"> - Staffing and resource - Audit timeline update - Freshers Fair update - Review of the Oxford Student <p>The Board approved an independent review of the Oxford Student and the creation of a Media Oversight Committee.</p> <p>The Board approved NS seeking legal advice.</p>	<p>NS to present Freshers Fair financial report to the Board at the December meeting.</p> <p>CP and LS (media oversight committee) to meet with the OxStu.</p> <p>NS to arrange independent review of the OxStu, with direction from the media oversight subcommittee following their meeting with the OxStu.</p>
7.	<p>CE Management Committee update</p> <p>CE Management committee reports that NS is making great progress on her objectives. A 360 review been actioned by MD, this is currently with NS for some responses.</p>	<p>MD to message JC about CEO 360 platform.</p>
8.	<p>Sabbs update (verbal update & presentation)</p> <p>AH and LS delivered a Sabbatical Officer update.</p>	
9.	<p>Trustee Annual Reports for Oxford SU & OSSSL</p> <p>NS requests that any comments or queries regarding the TAR or Risk Register be sent to her by the end of the week.</p>	<p>Board members to send any comments regarding the TAR or RR to NS by the end of the week.</p>
10.	<p>Date of next meeting</p> <p>Next meeting to be held online on the 16th December 2024. This will include approval of the audited accounts.</p>	<p>NS to send meeting timeline proposal to the Board.</p>

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11.	AOB The Board discussed the release of the Welfare Report.	NS to meet with ex-VP Welfare to discuss the report.
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