

DRAFT

<p>In attendance: Anvee Bhutani, Chair (AB), Nick Entwistle, External Trustee (NE); Bethan Adams, Student Trustee (BA); Devika, VP Graduates (D); India Jordan, External Trustee (IJ); Keisha Asare, VP Welfare & Equal Opportunities; Oluwakemi Agunbiade, VP Women (OA); Wesley Ding, Student Trustee (WD); Sarah Owen, External Trustee (SO); Dhitee Goel, Student Trustee (DG); Aleena Waseem, VP Charities & Community (AW); Safa Sadozai, VP Access & Academic Affairs (SS).</p> <p>Also in attendance: Kate Dawson, CEO (KD); Melanie Duncan, People, Governance & Office Manager (minutes); Kristy-Anne Field, Head of Operations (KF).</p>		
	Item	Actions
1.	<p>Apologies</p> <ul style="list-style-type: none"> - Charlotte Potter, External Trustee. - Sarah Owen, External Trustee, to leave meeting early. 	
2.	<p>Minutes from previous meeting</p> <ul style="list-style-type: none"> - Minutes were approved by the Board. 	
3.	<p>Conflicts of Interest</p> <ul style="list-style-type: none"> - No conflicts of interested declared. 	
4.	<p>Matters arising from previous meeting</p> <ul style="list-style-type: none"> - None. 	
5.	<p>Subcommittee Reports</p> <p>OSSL Board: KD gives an update as vice-chair.</p> <ul style="list-style-type: none"> - (KD) Finalised principles of the OSSL Strategy. Estates Bursar now a member of the OSSL Board – Trustee Board will be emailed for approval. Discussed Freshers Fair report and financial report. <p>Media Board</p> <ul style="list-style-type: none"> - (AW) Discussed budget sheets and training for student media. Audit of equipment. No legal complaints or compliance issues to discuss. <p>People & Culture Committee</p> <ul style="list-style-type: none"> - (D) Staffing update and discussion of exit interviews. People & Culture Plan review for 21-23, commented on 20-21 plan and new strategies going forward. <p>Finance & Risk Committee</p> <ul style="list-style-type: none"> - (AB) Year end financial position and management accounts. Discussion about Freshers Fair, risk management and charges for student stalls. Discussed risk appetite and changing this to medium (below for approval). Natural disaster to be added to Risk Register. 	
6.	Budget 2023-2026	

	<p>KD gives an overview of the 3-year budget plan which will be taken to JSCECSM on the 16th of November.</p> <p>Main points:</p> <ul style="list-style-type: none"> - Requested a 2% grant increase for both 22/23 and 23/24. <p>KD invites comments and questions:</p> <ul style="list-style-type: none"> - (KA) Change wording around growth of OSSL to sound more confident in ourselves. - (DG) Can we include more detail of where the money is being spent within student engagement? (KD) Report is modelled on consolidated expenditure rather than detailed. (KF) If we include more detail it could result in being bound by restricted funds. Showing consolidated expenditure gives us more movement and autonomy over spend. - (NE) Are the Board being asked to approve this budget now? (KD) No, a discussion by Board on spending will come later. - (IJ) Understand why we are only asking for 2% but this could be less than inflation in subsequent years. - (DG) Why do we jump to requesting a 7% increase in 24/25? (KF) To prevent running into our minimum reserves. - (NE) Are we using our reserves to top up our operating spend? Could we use this on capital projects? (KD) Some has been used for small capital projects (new laptops etc.) but also supporting operating costs. - (DG) Once the university approves this budget will we have another meeting to discuss in detail? (KF) Yes. 	
7.	<p>COVID and CEO Update (including Strategic Aims Update)</p> <p>KD gives an overview of the CEO Report.</p> <p>Additional points raised:</p> <ul style="list-style-type: none"> - Sarah Bradley, Deputy CEO, will be leaving at the end of December. KD will be taking time to think about what is needed from this role before starting the recruitment process. KD will be stepping into a support role for membership during this time. <p>KD invites questions or comments:</p> <ul style="list-style-type: none"> - (OA) will we support membership through elections? (KD) Advice Manager will be taking on some of the leadership role and we will look into upskilling the coordinators. External interim support is available if we need it. Will ensure a good handover from SB and having the Comms manager in place will help too. - (SO) Maybe worth interim support from outside the organisation so that others aren't overworked. Can help with a fresh perspective too. - (KA) Report talks about a people centered strategy but there was no formal consultation with staff. (KD) HR advice was to do an informal consultation due to minor changes being made to staffing structure. KD discussed the strategic aims with each member of staff and made changes based on these conversations. - (KA) What is behind the move to focus on representation? (KD) We are the representative body for students within the University of Oxford. Focus on representation strips back to why a student union exists. We can 	

	<p>represent students in spaces the colleges can't.</p> <ul style="list-style-type: none"> - (KA) Website training? (KD) Comms manager taking project forward. 	
8.	<p>Freshers Fair Report</p> <p>KF gives an overview of the Freshers Fair report. Main points:</p> <ul style="list-style-type: none"> - Do we host the events at University Parks next year or return to the Exam Schools? We are likely to make a profit at Exam Schools but we wouldn't have the same standard of student engagement. <p>KF invites comments and questions:</p> <ul style="list-style-type: none"> - (DG) Think we should increase the budget for Meet the SU series. Hugely successful and great way to introduce SU to students. - (D) Would encourage us to stick to University Parks - understand costs issues, but our priority is student experience and engagement. Increased student engagement with us but also between students. Agree that Meet the SU should have an increased budget. - (KF) There was some skepticism among the staff team about Meet the SU and the budget was set based on this. We can increase the budget for next year as it has been hugely successful. - (AW) Food based events are very popular. We need to plan events properly and learn from what works best – don't necessarily need more events but to focus on the ones we know work well. - (KA) Important to be flexible with the Meet the SU budget, next years Sabs may not want to focus on this. For financial stability we could take the Fair back to the exam schools for a few years. How are we calculating the numbers who attended? (KF) Regarding financial stability, we need to decide whether we are doing the Fair to make money or to impact the student experience. The Fair can make money in the Parks, but this year reflected the market as a whole. (KD) Numbers attending are hard to count, so this was an estimate. We are also looking to partner with the Careers Service to share the cost. - (NE) If we are going to lose money, we need to gain value elsewhere. Monitor the increase in engagement and the impact of this. - (DG) Strongly believe we shouldn't be charging students for stalls and banners at the Freshers Fair. Seems like a small amount of money, but for societies who don't have a source of income, this is a lot. Would support a move back to Exam Schools if this meant providing free stalls to students. (KF) It is a plausible plan, but we would need to look at the costings next year. 	
9.	<p>Year-End and Management Accounts</p> <p>KF reviews the Year-End and Management Accounts.</p> <p>Main points:</p> <ul style="list-style-type: none"> - Still aiming for 50k deficit at the end of the year. - Jordan Smith is taking on the management accounts from next month. This will mean we will have up to date numbers going forward. 	
10.	<p>Strategic Risks and Risk Register</p> <p>KD gives an overview of the paper.</p> <p>Trustee Board is being asked to approve moving the risk appetite from low to</p>	<p>Board approves moving to a risk appetite of medium.</p>

	medium and to approve the Risk Register.	Board approves the Risk Register.
11.	<p>Board Development Plan</p> <p>KD gives an overview of the paper. The Board are being asked to approve the priority areas of the plan.</p> <p>KD invites comments and questions:</p> <ul style="list-style-type: none"> - Broad support for changing the term of the Student Trustees to align with the Sabbatical officers. <ul style="list-style-type: none"> o (BA) What would be practicalities be of changing the Student Trustee term? Would current Student Trustees stay for longer to make up the difference? o (D) Aligning terms would also be good for training and handover. (KD) In the past, it has been logistically difficult to organise inductions. This would allow us to train the Sabbs and Student Trustees together. o (DG) Agree with aligning the timeframe. o (WD) There is a practical issue with aligning terms - Student Trustees won't be in oxford over summer when Sabb training is happening. o (Keisha) Make training as flexible as possible. Online, in-person, and to reflect the interests/personalities of Sabbs. - (DG) Training on drafting motions. Would allow the Student Trustees to bring insights and student perspectives and tools to support the meetings better. - (WD) More support for the Student Trustees to carry out our manifesto proposals. - (NE) Skills audit for the Board. Board to focus on membership and what this looks like. Strategic away day in September – would be useful to have this later in the year once the Sabbs are more established. 	Board approve the priority areas.
	<p>Student council update – brought above the line.</p> <ul style="list-style-type: none"> - (WD) Extending voting in elections from 3 to 4 days. This has passed through student council and has been approved by university. One more phase of approval at student council, it will apply from the 2022 elections. - (BA) Scale up welfare provisions available for candidates. (KA) Taking 3 days out to campaign puts candidates behind in their university work. Running for elections was stressful. - (NE) Task for us as Board to discuss whether there are wider cultural changes to be made with elections. 	
12.	<p>AOB</p> <ul style="list-style-type: none"> - None 	
13.	<p>Date of next meeting</p> <ul style="list-style-type: none"> - 24th of February, 2pm. - Board away day at beginning of 2022. 	