

Oxford SU Trustee Board

Thursday 24<sup>th</sup> February, 2pm (Hilary Term)

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

Charity number: 1140687

Company number: 07314850



Members in attendance: Bethan Adams, Student Trustee (BA); Oluwakemi Agunbiade, VP Women (OA); Keisha Asare, VP Welfare & Equal Opportunities (KA); Anvee Bhutani, Chair (AB); Wesley Ding, Student Trustee (WD); Devika, VP Graduates (D); Nick Entwistle, External Trustee (NE); India Jordan, External Trustee (IJ) Sarah Owen, External Trustee (SO); Safa Sadozai, VP Access & Academic Affairs (SS); Aleena Waseem, VP Charities & Community (AW).

Also in attendance: Kate Dawson, CEO (KD); Kristy-Anne Field, Head of Operations (KF); Chris Wood, External Member of OSSL Board (CW).

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

	Item	Actions
1.	Apologies <ul style="list-style-type: none"><li>- Charlotte Potter</li><li>- Dhitee Goel</li></ul>	
2.	Minutes from previous meeting <ul style="list-style-type: none"><li>- (WD) Trustee Board minutes should be published on the website for transparency.</li></ul>	<b>MD to upload all Board minutes to the website.</b>
3.	Conflicts of Interest <ul style="list-style-type: none"><li>- No conflicts of interest declared.</li></ul>	
4.	Matters arising from previous meeting <ul style="list-style-type: none"><li>- Trustee Board effectiveness to be focused on next term.</li><li>- SO stepping down from her role on the Board. Nominations Committee meeting next week to start the recruitment process.</li></ul>	
5.	Chris Wood as Director of OSSL  KD gives an overview of the paper. CW introduces himself to the Board.  <b>Board approve Chris Wood as a Director of OSSL.</b>  Chris Wood leaves the meeting.	
6.	Subcommittee Updates  Updates given by: AB – Finance & Risk Subcommittee D – People & Culture Subcommittee AW - Media Board KD - OSSL Board  Comments/questions: <ul style="list-style-type: none"><li>- (NE) Some terms used are inconsistent across the minutes. Ensure they accurately present the decisions which were made.</li></ul>	<b>MD to review minutes for discrepancies.</b>

7.	<p>CEO Report</p> <p>KD gives an overview of the paper.</p> <p>Invites comments and questions from the Board.</p> <ul style="list-style-type: none"> <li>- (SO) Is there a transition plan for staff returning to the office? (KD) We are having individual conversations with staff. We want to keep a level of flexibility and also want people to feel comfortable.</li> <li>- (NE) Plan for the Grad Scheme makes sense. Could be a difficult thing to deliver and there should be some oversight from Board on the process.</li> </ul>	
8.	<p>Safeguarding Policy</p> <p>KD gives an overview of the paper. The Board are being asked to approve the policy.</p> <p>No questions or comments from the Board.</p> <p><b>Board approves the Safeguarding Policy.</b></p>	<p><b>KD to look into training needs as part of the safeguarding policy.</b></p>
9.	<p>Sustainability Strategy</p> <p>AB gives an overview of the paper. The Board are being asked to approve the strategy.</p> <p>AB invites comments/questions from the Board:</p> <ul style="list-style-type: none"> <li>- (NE) You need to look at the impact of digital campaigning as well as paper campaigning. Where you will have an enormous impact is on the cultural citizenship and I would encourage you to be more ambitious. (AB) We are a small organisation but it is important for us to be a role model, we want to set a vision for what the university should work towards.</li> <li>- (SO) It will be great to have this communicated as widely as possible to the students. (AB) Comms plan in the works with the Comms Manager.</li> <li>- (KD) Thank you to AB and BA for bringing this paper together.</li> </ul> <p><b>Board approves the Sustainability Strategy.</b></p>	
	<p>Comms Update</p> <p>KF delivers a presentation to the Board (attached to minutes as appendices).</p> <p>KF invites questions/comments from the Board:</p> <ul style="list-style-type: none"> <li>- (AB) Concern around initiative and innovation - do we have ideas for how we will push for this? Staff training? (KF) We are getting the foundations now with the new manager, the innovation piece is what is coming next. Important that the Sabbs stay involved – you are the voice of the SU and grab the most attention.</li> <li>- (BA) Conduct a student survey on website and social media content – what do they like/find engaging? Get students involved in the redesign.</li> <li>- (D) Agree on student consultations with specific groups. Do we have an SU comms strategy? (KF) No. (D) It would be good for the Sabbs to contribute to this.</li> </ul>	

	<ul style="list-style-type: none"> <li>- (SO) Think about how you need each of the channels to perform, then decide which you put the most effort in to (social media, website etc). Get student input and expertise. (KF) Agree this is the next step. Have been talking to other SUs and gathering info on what their students are engaging with.</li> <li>- (WD) Will there be an effect on the OSSL income if adverts are placed in less prominent places on the website? (KF) Yes, we need to protect our advertising income. Some changes will be a longer process.</li> <li>- (NE) You will build yourselves back up commercially when you have a stronger audience. Every staff member should be taking responsibility of writing copy for posts – the Comms Manager can write a system for this but cannot produce all content. It would be good to do a systems deep dive at some point – data, systems, infrastructure etc. (KF) Agree. We need the right processes in place. Building this is the next step.</li> </ul>	
	<p>Changes to Student Trustee term</p> <p>AB gives an overview of the paper.</p> <p>Invites questions/comments from the Board:</p> <ul style="list-style-type: none"> <li>- (D) Thank you to the current Student Trustees for agreeing to stay on for an extra term.</li> </ul> <p><b>Board approves the changes to the Student Trustee term.</b></p>	
	<p>Sabbatical Role Review</p> <p>AB delivers the presentation circulated as part of the papers.</p> <p>AB invites comments/questions from the Board:</p> <ul style="list-style-type: none"> <li>- (OA) Need to consider that some of our campaigns have better output and are easier to communicate with than others. How can we ensure the campaigns have effective committees so we know the Sabbs can rely on them? Lack of knowledge/experience of person in the new VP Equal Opportunities role will mean relying on campaigns. Further democratic structures also need to be strengthened. (AB) We have 1.5 years until the new Sabb roles would come into effect and we have spoken to Student Engagement about campaign committees, reviewing their remits, and phasing out if they are no longer a priority. Elections could be run differently for more consistent numbers. The VP Equal Ops role will use support from campaigns to fill gaps in experience, but effective policy can still be created by those who don't represent a certain protected characteristic.</li> <li>- (NE) Impressive that you have managed this conversation and come up with this plan.             <ul style="list-style-type: none"> <li>o You are in a unique position as an officer team to do this but there are timing consequences – the project could look very different with the next team.</li> <li>o Are campaigns aware of and happy with the changes?</li> <li>o It will be complicated to get the VP Women role back, so make sure it is something you definitely want to do.</li> <li>o 17 staff to 6 sabbs isn't a great ratio, may not be enough staff support.</li> </ul> </li> <li>- (BA) We need to stress the boundaries of the VP Welfare taking on case work. (AB) This would be signposting and similar to peer support which you get in colleges. Role would receive training.</li> </ul>	

	<ul style="list-style-type: none"> <li>- (KA) The VP Welfare would need a lot of welfare support from the SU if taking on casework/signposting – that is a demanding role and could be emotionally triggering/challenging. Potentially a lot to ask of someone with no experience. (AB) Intended to act as a first point of contact and a student friendly face to work alongside the Advice service.</li> <li>- (OA) We are one of the few SUs which don't allow Sabbs to re-run for a second term. Important work can be lost – doing a second term would allow them to continue work and create institutional memory.</li> <li>- (AB) Potential to put this proposal through student council to mandate our successors to take forward.</li> <li>- (NE) What are the next steps? (AB) This is just one bye-law change. It has been brought to the University for consultation via JSECSUM, and will go back next term for approval (Trustee Board and Student Council approval pending). Would then hope for University approval in June, amend the byelaws and implement the changes.</li> </ul> <p><b>Board approve the Sabbatical Role review.</b></p>	
	<p>Democracy Review</p> <p>AB delivers the presentation circulated as part of the papers.</p> <p>Invites comments/questions to the Board:</p> <ul style="list-style-type: none"> <li>- (SO) This is something which has been discussed before, commend you for looking into this in such depth and carrying out consultations in a relatively short space of time. Would support this.</li> <li>- (KD) Implementation is important. Could we get a Coordinator as part of the Graduate Schemeto work on the project and implementation?</li> <li>- (NE) Well done. If it works for you and students, I don't see any reason to disagree with this. KPIs will be really important for implementation. Measure of success isn't the number of motions, it's getting to the issues and achieving results for the people you represent.</li> <li>- (WD) Great for facilitating scrutiny and more in-depth policy discussions. Need to make sure student council remains responsive, debates current issues, is responsive to motions and student causes. Need to ensure we get a wide range of students standing for the committees. (AB) Each VP would be responsible for filling up their committee slots and Student Council would ratify these decisions. Recruitment to committees would be done through application rather than elections.</li> <li>- (D) Can we ensure that the community committees have a graduate member space reserved? (AB) This is just an example of committees would look – membership is outlined in detail in the byelaw draft paper.</li> <li>- (WD) How would new byelaws be integrated? (AB) Along with this review, we would integrate the new byelaws and also replace any conflicting ones. Current byelaws are not up-to-date.</li> <li>- (WD) Can the byelaw changes come back to Trustee Board? (KD) Byelaws are owned by Student Council but a good idea for them to come back below the line to TB for comment.</li> </ul>	<p><b>Byelaws revised doc to come to TB next meeting below the line.</b></p>
	<p>AOB</p> <ul style="list-style-type: none"> <li>- None.</li> </ul>	

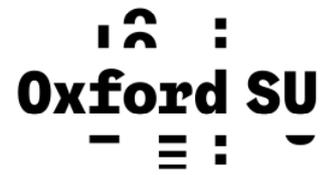
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	Date of next meeting - Thursday April 7 <sup>th</sup> at 2pm.	
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