

Members of the Board in attendance: Nikita Ma, President & Chair (NM), Bethan Adams (BA), Student Trustee; Lauren Bolz, VP Graduates (LB); Wesley Ding, Student Trustee (WD); Tucker Drew, VP Access & Academic Affairs (TD); Nick Entwistle, External Trustee (NE); Ben Farmer, VP Charity & Community (BF); Alex Foley, VP Women (AF); Dhitee Goel, Student Trustee; Amelia Holt, VP Welfare & Equal Opportunities (AH), Sarah Owen, External Trustee (SO) Charlotte Potter, External Trustee (CP).

Apologies: India Jordan, External Trustee (IJ);

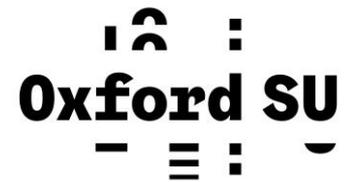
Also in attendance: Kate Dawson, Chief Executive (KD); Kristy-Anne Field (K-AF), Nina Musgrave, OSSL Chair (NM) (until item

Minutes: Nick Smith (NS).

	Item	Action
1.	The Board approved the Minutes and Action Register without amendment.	
2.	There were no conflicts of Interest to note	
3.	<p>There were the following matters arising:</p> <ul style="list-style-type: none"> - An update on the development of the Articles of Association is within paper 9 - The process in relation to Student Council motions and Trustee Board has been implemented - An update on the Straegic Aims development can be found in the CEO Update paper 8 	
4.	<p>The board noted the Subcommittee Reports and additional verbal updates.</p> <ul style="list-style-type: none"> a) NM has joined the Commercial strategy group. She explained the key focus of OSSL in improving income for Oxford SU as well as building community opportunities including for Colleges and JCRs. A rebrand was also taking place with consultation over the Summer. The creation of a customer relationship management system (CRM) to better understand SU members had clear uses beyond the commercial applications. b) The People & Culture Committee had noted the importance of improved working across the staff teams of the Union and better accountability for all staff. c) The Media Board was now firmly established. d) Finance and Investment Committee had kept a strong focus on changing budgets as the Covid-19 environment had created a volatile situation for the Union. The diversification of income from sponsorship partners and grants rather than fixed on events and commercial services which has been badly hit over the past year. The wider SU Sector was not well known and relevant comparisons may be useful when talking to the University and others. 	KD to consider use of comparative Union data.
5.	<p>The board approved the Draft Budget. The following was raised in discussion.</p> <ul style="list-style-type: none"> a) The University had requested that the Union reduced their reserve position over the previous years. As such the position was £69,000 lower than in 2018/9. b) In alignment with the University, a normal year with in-person teaching was assumed alongside a 2% increase for inflation and income from the University and colleges. c) Six “kickstart” staff members would be employed using the government scheme. This government backed scheme would pay for 25 hours pre week for six months for recent graduates and had been popular among students’ unions. d) Freshers Fair would be expanded into a whole welcome week. This would be a positive opportunity to create income generation from stall as well as improve the profile of the Union. An online presence would also 	

	<p>be available. There would be greater expenditure associated with this but it was hoped to be a more accessible event.</p> <ul style="list-style-type: none"> e) Moving services in-house (such as finance) would lead to a £7k net savings but was also felt to be more appropriate for the Union to function more effectively. f) The plan was for a deficit position of £32K leaving the Reserve position at £188K (against a £130K minimum). g) Should there be future Covid-19 disruption there was not a specific equivocation between income and spending. h) Due consideration to accounting practice and the requirements of the Statement of Recommended Practice (SORP) would be made as greater capital expenditure projects were undertaken. 	
6.	<p>The Board noted the COVID and CEO Update. The following was discussed:</p> <ul style="list-style-type: none"> a) Strategy development work was continuing. It was noted that the changing organisation can create uncertainty for some staff. The Union was in a much better position now than previous years and able to think beyond the immediate. b) The Union was supporting the University's Covid-19 testing scheme and this had been positive for commercial partners as well as supporting the community. c) Staff engagement had been positive in many ways and work was continuing to improve their wellbeing. The environmental issues as we came out of the lockdown phases of the Pandemic were positive. Any return to the office would balance individual staff needs alongside any organisational need for staff to be present. 	
7.	<p>The Board noted the Articles of Association Implementation Update.</p> <ul style="list-style-type: none"> a) An additional 1,500 members would be added as a result of the changes and the database was being updated. b) A code of conduct would be drawn up. The way in which this was implemented would need sensitivity. 	
8.	<p>The board received a Crisis Planning Presentation. The following was raised during the conversation:</p> <ul style="list-style-type: none"> a) There were 3 stages of crisis management; preparation, reacting to the event and evaluation afterwards. b) During the issue of the Presidential election the organisation had moved quickly and communicated widely with the membership while supporting individuals. Scenario planning had been employed to consider next steps as we go. c) Weekend response needed to be considered, clarity on roles when making decision and the point at which the Trustee Board became involved were lessons learnt. Remote working was a challenge during Crisis management. d) Different crises would have a response at different levels depending on the criteria associated with it. For example a "Gold level" issue would require Board level interventions. This should be linked to the Risk Register. e) Clear communication channels were really important, especially given the increased public and media attention on Oxford University. A strong delegation framework was also important. 	<p>A full proposal based on these procedures would come to the July Trustee Board.</p>
9.	<p>The Board approved a Policy & Governance Schedule</p> <ul style="list-style-type: none"> a) This would set the planning for the years ahead to ensure compliance with all necessary policies. b) The schedule for work would be revised each year with an external review against policies every three years. 	

Oxford SU Trustee Board
28th May 2021 13:00-16:00 (Trinity)
Oxford SU, 4 Worcester Street, Oxford OX1 2BX.
Charity number: 1140687
Company number: 07314850



10	The Board approved Cycle of Business for 2021/22 a) The Board discussed the two models for both three meetings a year and four meetings a year. It was agreed to confirm a four meeting a year model with specific dates to be confirmed in the next 2 months. b) Applying Trustees learning close to a Trustee Board would be helpful whether that was observing one or leading on the meeting.	Board to agree dates at the July Trustee Board Meeting.
11	The Board noted the Student Council Motions and Byelaws Update.	
12	The next Board would take place on July 2 nd .	