

- Minutes of:** Arts SU Board of Trustees
- Location:** High Holborn Meeting Room, 272 High Holborn London WC1V 7EY
- Date and Time:** 13th September 2022, 4pm
- Members:** Kim Hughes (Chair), Dawn Buchanan, Ti'Onne Debnam, Minna Ellis, Emma Mottram, Ellie Short, Sof Nasif-Whitestone, Daryl Stenvoll-Wells, Armani Sutherland
- In attendance:** Yemi Gbajobi, Chief Executive; Martin Dodd, Head of Policy, Representation and Advocacy; Natasha Etti, Finance Manager, Christina Kennedy, Deputy Chief Executive; Nick Smith, Company Secretary.

Initial Items	
1.	The chair welcomed members. Apologies were noted . There were no conflicts of interest to declare from the agenda apart from YG who had an interest in their personal development under item 5.
2.	The board approved the minutes of the last Trustee Board
3.	The board noted the progress of actions arising from the last Trustee Board Meeting <ol style="list-style-type: none"> a) The Block Grant had been approved by the University. It was expected that this would be £1.88M but the final result was £2.04M (a 25% increase on previous year). This was led by CK who was thanked alongside NE's work on the finances. b) The Cost of living allowance of 2.5% was also awarded by the University with an equal addition to the pensions. This means that the overall offer to Union staff was 6% which was agreed by the Trade Union. c) Since the last meeting the University had agreed that the Students' Union can keep 3 commercial outlets until their buildings close. The online shops and social enterprise model approved by the Board last meeting would still be continued.
4.	There were no actions taken by the Chair on behalf of the Trustee Board since the last meeting to note.
5.	The board noted the Chief Executive Report and approved the objectives and personal development requests. <ol style="list-style-type: none"> a) The staff team were now almost completely full. It was noted that the missing position was in digital support which was difficult to recruit at the moment. b) Initial discussions had been undertaken with Investors in People (IiP) and it was likely a Bronze award would be given to the students' union with the possibility of Silver. c) YG had achieved a Distinction in her Masters and Trustees recorded their congratulations. The board approved the objectives and personal development requests for YG, namely attendance at the ACUI conferences and coaching.
6.	The board noted a verbal update on the end of year accounts <ol style="list-style-type: none"> a) Final accounts would come following the audit process but at present there was an expectation was a £86K improvement on budget. This was a result of both unexpected income and also savings in staff positions that were not filled. b) The Audit will begin on the 17th October but would not completed by the November board meeting and should instead come to the February 21st Board. c) Due to poor performance from HSBC which could impact staff salaries. A new bank would be sought and recommendations coming to Audit subcommittee in November.
7.	The board approved the release of reserves over the next 3 years. The following was discussed <ol style="list-style-type: none"> a) Due to unexpected savings and income the reserves position was likely to around £800K (£500k above budget). Students' Unions had greater resilience than most organisations b) The board approved the release of reserves for capital expenditure in the Darkroom an additional staff member for commercial services (on a one year contract) and a further section of money for other strategic development.

	<p>c) Updates should come annually to the board on the use of this fund.</p> <p>Action: NS</p>
8.	<p>The board approved a further trial of the 4 day week for staff following the pilot this year. The following was noted.</p> <ol style="list-style-type: none"> This had been trialled over the summer and was well received in the first instance for many staff. Staff would still need to take their leave entitlement which was a challenge for many in the organisation. Stronger cross team collaboration was needed for setting which day or days that staff could take to ensure organisation wide decision making and communication could take place. SMT would consider whether it should be a fixed day each week or flexible.
9.	<p>The board noted an update to the Risk Register. The following was discussed</p> <ol style="list-style-type: none"> One of the key changes was the investigation of antisemitism from the National Union of Students president and wider organisation. There were few changes that Arts SU could make to alleviate this. The Board requested a meeting with NUS as soon as possible to discuss this. Improved processes meant that the risk of operating outside the charitable objects and failure to comply with food safety was reduced. Risks associated with coronavirus had reduced due to the lower infection rates.
10.	<p>The board approved a draft Strategy for 2022-2027. The following was raised in discussion.</p> <ol style="list-style-type: none"> Any typos or spelling mistakes should be sent via email. <p>Action: All Trustees</p> <ol style="list-style-type: none"> This had been developed over the past year and iterations of this had been to the board on a number of occasions. Substantial research had been undertaken with students (1600 had been interviewed followed by focus groups considering the responses). This "Big Question" would be undertaken each year. Staff had also been involved in looking at the research as well as any ideas they felt could enhance the students' union. Threads were focused around transforming individuals, transforming communities and transforming UAL. YG gave an overview of the threads. Strategic enablers for people, place, processes and practice would help lead to success for these main threads. The promise to be evidence led reflected the need to offer proof for why changes are needed for the university. This could be quantitative or qualitative but should underpin the reasons why certain stances were being taken by the students' union. Changes should be made to section 3 to reflect this was a continuous assessment to education. Skills develop for students would be undertaken both within existing activity as well as new projects. The timing of the strategy fed into the timings for major capital and estates projects. It was felt that the 2030 strategy for the University was too long a timeframe for the students' union to adopt. Transparency on progress against each of the strategic aims was important. Measures of success should be included in each operational plan to set objectives against this and would come to the board on a regular basis and there would be a strategy launch event later in the calendar year.
11.	The board noted the draft agenda for the next meeting
12.	The board agreed that a further push to recruit student trustees should take place and if this was unsuccessful by the end of October additional lay members should be recruited to ensure trustees receiving payment for services were in the minority of members.
13.	The board approved the closed minutes of the last meeting
14.	There was a Trustee discussion without staff

Upcoming meetings:

- Wednesday 23/11/2022