

Meeting:	Board of Trustees
Location:	Microsoft Teams Meeting
Date & Time:	Thursday 25 March 2021 at 9.30am
Present:	
Francesco Masala	President (<i>Chair</i>)
Ka Ho Ho	Postgraduate Officer
Freya Jackson	Community Officer
Tom Sawko	Sport Officer
Annie Willingham	Education Officer
Rob Clay	Independent Trustee
Kate Aldridge	Independent Trustee
Marian McNeir	Independent Trustee
Valerie Copenhagen	Independent Trustee
Jordan Kenny	Independent Trustee
Alexander Robinson	Independent Trustee
In attendance:	
Gregory Noakes	Governance & Executive Support Manager (<i>Secretary</i>)
Nicky Passmore	Chief Executive
Mandy Wilson-Garner	Deputy Chief Executive
Item	
1.	<p>Apologies for absence</p> <p>All Trustees were present for the meeting.</p> <p>The Chair welcomed the new Chief Executive and gave thanks to everyone who had helped with their recruitment.</p> <p>The Chief Executive thanked the Deputy Chief Executive for the work they had done during the interim period and for the continuing support with their induction into The SU.</p>
2.	<p>Notice of any other business</p> <p>The following item was identified for discussion under any other business:</p> <p>1) Edge update</p>
3.	<p>Declaration of conflict of interest</p> <p>The Board received a report on the Trustees' register of interests (<i>See R1 of the Board reports</i>).</p> <p>No Trustees present had any conflict of interest to raise relating to any items of business.</p> <p>The Chief Executive suggested Trustees should follow the example of Parliament by recording only current interests and those relating to the past 12 months on the register of interests.</p> <p>ACTION: The Governance & Executive Support Manager to ensure that the register of interests is updated for the next Board meeting.</p>
4.	Minutes of previous Board meeting

	<p>The Board received a report on the previous meeting (<i>See R2 of the Board reports</i>) and approved the previous minutes.</p>
5.	<p>Finance & Audit</p>
5.1.	<p>Finance & Audit</p> <p>The Board received a report on the finance & audit (<i>See R3 of the Board reports</i>).</p> <p>A Trustee explained that The SU was operating a planned deficit budget of £150,000 this year, which would be covered by the reserves. This would leave a further £150,000 in the reserves for future use if necessary. To support this budget the University were providing additional funding to cover the cost of specific SU activities. One activity, BUCS (<i>British University Competitive Sports</i>), had since been cancelled and The SU was now looking into whether this additional funding could be repurposed.</p> <p>The Chief Executive noted that this was a really good financial position for The SU to be finishing the year on given the current circumstances.</p> <p>A Trustee explained the audit recommendations and noted that both would be addressed going forward. They also reported that Crowe had been successfully appointed as the new auditors to take over from RSM.</p> <p>QUESTION: The Chief Executive asked if The SU had a review schedule for policies. ANSWER: The Governance & Executive Support Manager explained that currently there wasn't one but this was because there were still policies to be written.</p>
5.2.	<p>Budget 2021/22</p> <p>The Board received a report on the budget planned for 2021/22 (<i>See R4 of the Board reports</i>).</p> <p>They discussed and agreed that the biggest risk to the budget was the assumption that commercial income would recover quickly once restrictions on club nights were lifted. While it was a reasonable to assume this they agreed that The SU should still plan for a few different scenarios in case this did not happen. To help with this The SU should consult the University to see what scenarios they were planning for.</p> <p>The Board approved the budget to be submitted to the University.</p> <p>ACTION: Finance team to plan for a few different financial scenarios.</p>
6.	<p>Strategy and Performance Monitoring</p>
6.1.	<p>Student Life Survey</p> <p>The Board received a report on student life survey (<i>See R5 of the Board reports</i>).</p> <p>They discussed and agreed that this report had potential in terms of providing strategical oversight. However, in its current form it could only show direction of travel as it did not provide the information necessary to see why figures were fluctuating. There were also some questions that might need revising as they did not suit the current environment.</p> <p>The Chief Executive explained that any value in changing questions would need to be balanced against the loss in terms of long term tracking. However, they noted that some of</p>

	<p>these questions might not be asking what people think they are asking. For example, 'I can influence the decisions of The SU' could be interpreted in a wide range of ways by the reader which might be affecting the results. There might also be potential value to adding a question about student representation as this might appeal to the University which could give The SU more negotiating power in the future.</p> <p>ACTION: Chief Executive to work with staff on the student life survey report for the next board meeting.</p> <p>6.2. Complaints & Student Member Disciplinary</p> <p>The Board received a report on complaints & Student Member disciplinary (See R6 of the Board reports).</p> <p>The Chief Executive suggested having a statute of limitation on complaints within the complaints policy. The Governance & Executive Support Manager advised it might be better to include an expectation instead. This is because in some cases there might be good reasons why a person does not feel comfortable to make a complaint at the time.</p> <p>The Board discussed and agreed that an expectation should be added to the complaints policy encouraging complainants to make complaints close to the time of the incident.</p> <p>ACTION: Expectation to be added to the complaints policy encouraging complainants to make complaints close to the time of the incident.</p> <p>6.3. External Speakers</p> <p>The Board received a report on external speakers (See R7 of the Board reports).</p> <p>QUESTION: A Trustee asked if The SU had any concerns regarding the University not approving external speaker applications.</p> <p>ANSWER: The Governance & Executive Support Manager noted that there had been no issues with this happening in the past. According to the previous Chief Executive the University almost never refused an external speaker. It was noted that for the next Board meeting there would be a report on freedom of speech from the Head of Student Voice & Engagement.</p> <p>6.4. SU Alumni Grant</p> <p>The Board received a report on SU alumni grant spending (See R8 of the Board reports).</p> <p>The Board discussed and agreed with the Chief Executive's suggestion that the Board reports should be reviewed ahead of the next meeting.</p> <p>ACTION: Chief Executive and Governance & Executive Support Manager to review Board reports ahead of the next meeting.</p> <p><i>(The Board stopped for a five minute break)</i></p>
<p>7.</p> <p>7.1.</p>	<p>Project/Campaign Management</p> <p>Current Projects</p> <p>The Board received a report on previously approved projects (see R8 of the Board reports).</p>

	They discussed the active travel project.
8.	Risk Management
8.1.	Risk Register The Board received a report on the risk register (<i>see R10 of the Board reports</i>). They reviewed and approved the risk register subject to the following amendment: <ul style="list-style-type: none"> removal of 'and potential £10,000 fine' from risk five on the register.
8.2.	Health & Safety The Board received a report on health & safety related activities (<i>see R11 of the Board reports</i>). QUESTION: The Chief Executive asked when the next health & safety inspection would be. ANSWER: The Governance & Executive Support Manager reported that the new Departmental Health & Safety co-ordinator was on furlough so the next inspection had not yet been booked. However, normally these were once per a semester.
9.	Operational Matters
9.1.	Officers The Board received a report on Officers (<i>see R12 of the Board reports</i>). QUESTION: A Trustee asked what the differences were between the Erasmus and Turing scheme. ANSWER: The Education Officer explained the differences between the two schemes. QUESTION: A Trustee asked if the change in schemes was resulting in less European students applying to study at Bath. ANSWER: The Education Officer confirmed that this appeared to be the case. QUESTION: A Trustee asked what Student Minds was. ANSWER: The Community Officer explained what Student Minds was. A Trustee congratulated the Sport Officer on the success of their online workouts that they've been doing during the pandemic with students.
9.2.	Senior Management The Board received a report on senior management (<i>see R13 of the Board reports</i>).
10.	Governance
10.1.	Officer elections The Board received a report on officer elections (<i>see R14 of the Board reports</i>). The Chair noted that voter turnout for the elections was really good given that this was the first year that everything had to be done online. They reported a by-election would have to be held for the Activities Officer role but to date six students had already expressed an interest in the role.

<p>10.2.</p>	<p>The Board formally noted their congratulations to the new incoming Officers and to the Education Officer who had been elected to be the new President.</p> <p>Trustee Membership and Recruitment</p> <p>The Board received a report on Trustee Membership and Recruitment (<i>see R15 of the Board reports</i>).</p> <p>They noted that Rob Clay's term of office would end on the 12/10/2021 and requested a recruitment plan be submitted to the next Board meeting.</p> <p>ACTION: A Trustee recruitment plan to be presented to the next Board meeting.</p> <p><i>(The Education Officer left the meeting at this point)</i></p>
<p>10.3.</p>	<p>Committee reports</p> <p>The Board received a report on committees (<i>see R16 of the Board reports</i>).</p>
<p>11.</p>	<p>Any other business</p> <p>The following item had been previously identified for discussion under any other business:</p> <p>1) Edge update</p> <p>A Trustee requested if the Board could receive an update on the arts strategy for the next meeting.</p> <p>The Deputy Chief Executive reported that The SU had met with the Holburne museum to begin conversations around the student led elements of the arts strategy.</p> <p>ACTION: Update on the arts strategy for the next Board meeting.</p> <p>The following item had not been previously identified for discussion under any other business but was now raised:</p> <p>Online meetings</p> <p>QUESTION: A Trustee asked if in-person Board meetings would resume once restrictions were lifted. ANSWER: The Board agreed that for the foreseeable future meetings would continue to be online on Zoom.</p>
<p>12.</p>	<p>To confirm the date and time of future meetings</p> <p>The Board noted and confirmed the following meeting dates:</p> <ul style="list-style-type: none"> Thursday 17th June 2021 at 9.30am
<p>The meeting ended at 12.05pm</p>	
<p>Item</p>	<p>Action</p>

3	The Governance & Executive Support Manager to ensure that the register of interests is updated for the next Board meeting.
5.2	Finance team to plan for a few different financial scenarios.
6.1	Chief Executive to work with staff on the student life survey report for the next board meeting.
6.2	Expectation to be added to the complaints policy encouraging complainants to make complaints close to the time of the incident.
6.4	Chief Executive and Governance & Executive Support Manager to review Board reports ahead of the next meeting.
10.2	A Trustee recruitment plan to be presented to the next Board meeting.
11	Update on the arts strategy for the next Board meeting.