

Meeting:	Board of Trustees		
Location:	Microsoft Teams Meeting		
Date & Time:	Thursday 31 March 2022 at 9.30am		
Present:			
Annie Willingham	President (<i>Chair</i>)		
Jacob Withington	Education Officer (joined at 10.00)		
Siddharth Singh	Postgraduate Officer		
Elizabeth Stacey	Sport Officer		
Zoe Paumelle	Activities Officer		
Meg Crossman	Community Officer		
Marian McNeir	Independent Trustee apologies		
Alexander Robinson	Independent Trustee		
Barry Hughes	Independent Trustee		
In attendance:			
Mandy Wilson-Garner	Deputy Chief Executive and Acting Chief Executive		
Helen McHenry	Head of Finance (<i>Present for items 4-6</i>)		
Charlie Slack	Head of Student Voice and Engagement (<i>Secretary and for items 7 & 10.4</i>)		
Amy Young	Engagement & Insights Manager (<i>Secretary</i>)		
Item			
1.	Apologies for absence		
	Name	Reason	Accepted
	Nicky Passmore	Sick leave	Yes
	Kate Aldridge	Flight time change	Yes
	Valerie Copenhagen	Sickness	Yes
	Jordan Kenny		Yes
	It was noted that the Education Officer was due to join by 10.30 and Jordan Kenny may join later.		
2.	Notice of any other business		
	<p>The Chair extended congratulations to Alex Robinson on their election as SU President 2022/23 and Elizabeth Stacey on their re-election as Sport Officer 2022/23 in the recent SU Officer Elections.</p> <p>The Chair also extended their thanks to the Head of Student Voice and Engagement and Insight and Engagement Manager for covering elements of the Governance and Executive Support Manager role including complaints and disciplinary processes and supporting the Board of Trustees meeting.</p> <p>The Acting Chief Executive would update Board regarding potential legal involvement in a student member disciplinary.</p>		
3.	Declaration of conflict of interest		
	No one had any conflicts of interests to declare in any items on the agenda.		
4.	Minutes of the previous meeting and actions arising		

	<p>The Board approved the previous minutes and noted the actions arising from previous meetings.</p> <p>The Chair acknowledged that some outstanding actions were pending due to the Chief Exec's absence and the Governance and Executive Support Manager role currently being unfilled.</p> <p>An amendment was made to the action "<i>To work with University HR department to review the approach to staff recruitment and Chief Executive pay review to be undertaken by the Chief Executive</i>" to be split into the following actions: <i>"To work with University HR department to review the approach to staff recruitment"</i> Chief Executive <i>"To work with HR department to review the approach to Chief Executive pay review"</i> Chair and Vice Chair.</p> <p>ACTION: Actions to be updated to reflect new wording and responsibilities.</p> <p>It was noted that due to a current Trustee being elected to the role of SU President for 2022/23 they would take on the role of Chair and therefore a new student independent Trustee would need to be recruited soon.</p>
5.	<p>Verbal update on Chief Exec</p> <p>This was moved to the end of meeting.</p>
6.	<p>Finance & Audit</p> <p>The Board received a report on the Budget FY2022-23 (<i>see R1 of the Board reports</i>).</p> <p>The Head of Finance updated that between SU Finance and Audit Committee and the Board of Trustees meetings confirmation had been given of the grant which has allowed for a more accurate budget to be submitted to Board for approval.</p> <p><i>[Education Officer joined the meeting]</i></p> <p>The Head of Finance confirmed that next years Reserves Policy will go back up, this year is a recovery year. Next year longer term plans and risk management will be considered with the University (<i>see actions list and matters arising</i>).</p> <p>A Trustee extended their congratulations to the Head of Finance on the clarity provided, clear documentation and ease of understanding.</p> <p>QUESTION: A Trustee asked about underspend and how this is managed throughout the year. ANSWER: The Head of Finance gave an overview of the financial management approach throughout the year that is being led by the new Finance Manager and area managers.</p> <p>A Trustee echoed the thanks to the Head of Finance for their work on the budget proposal. They commented that inflation increases are likely to have a big impact with higher costs and student spending decreasing due to them experiencing higher living costs.</p> <p>QUESTION: A Trustee asked for clarification of the high bank and credit card charges.</p>

	<p>ANSWER: The Head of Finance responded that this was due to an increased number of transactions. With the move to a cashless system this has incurred increased costs associated with the rental of card readers.</p> <p>The Board received a report on management accounts (<i>see R2 of the Board reports</i>).</p> <p>The Head of Finance presented the management accounts from end of February 2022. They reported that Semester 1 had been good for events and commercial income despite the early finish in December. However, Semester 2 has seen a decline in income which will show in future management accounts.</p> <p>The Head of Finance also updated on forecast and reserves, the predicted deficit was now looking to be a small surplus at end of year. For 2023/24 the SU will need to aim for a 5% surplus each year to build reserves back up to pre-pandemic levels.</p> <p>The Head of Finance gave an update on Audit recommendations, with all recommendations actioned or in progress.</p> <p><i>[The Head of Finance left the meeting]</i></p>
7.	<p>Officer Elections</p> <p>The Board received a report on the Officer Elections 2022/23 (<i>see R3 of the Board reports</i>).</p> <p>The Head of Student Voice and Engagement updated the Board on key changes this year which included a move back to in-person elections, increased wellbeing support and manifesto writing support.</p> <p>They reported that engagement numbers were lower but that this was a trend across the sector as the effects of the pandemic continue to be felt and increased levels of anxiety and unwillingness from students to take on student leadership roles.</p> <p>The Head of Student Voice and Engagement thanked the Change and Inclusion Manager for their hard work during the elections period.</p> <p>QUESTION: A Trustee commented that it is interesting to see how many candidates were uncontested and commented on the figures in 2019 which also saw a reduction in candidate numbers and asked if there was a reason for this dip.</p> <p>ANSWER: The Head of Student Voice and Engagement responded that in 2019 there were a high number of SU Officers in that year who restood which had resulted in less students coming forward.</p> <p>QUESTION: A Trustee asked if there were strategies for improving engagement numbers next year and asked whether some online activity could still happen rather than a return to in-person.</p> <p>ANSWER: The Head of Student Voice and Engagement clarified that the Officer elections are hybrid with voting carried out online and most of the promotion and candidate campaigning happening online. A strategy will be created considering not only Officer elections but also the wider impact on student leader elections given lower levels of engagement across the piece.</p> <p>A Trustee commented that it was reassuring that the lower engagement is a trend across the sector, they had recently attended the NUS National Conference and had heard lots of similar stories. They extended her thanks to the Officer team for engaging with students to build up aspirations to be an SU Officer.</p>

	<p>A Trustee, who had been a candidate, thanked the elections team commenting that as a candidate they felt everything had run smoothly and their experience was that the majority of campaigning and elections promotion was online and they would like to see an increase in in-person activity for future years.</p>
<p>8.</p>	<p>Data protection</p> <p>The Board received a report on data protection case numbers (<i>see R4 of the Board reports</i>) and were asked to determine whether any additional actions needed to be taken to improve on this.</p> <p>QUESTION: A Trustee asked more broadly about the policy and whether the Data Protection policy will come to the Board on a regular basis so that it can monitor and review compliance with the policy. ANSWER: The Acting Chief Exec confirmed that the Governance and Executive Support Manager had put in place a routine governance calendar for reporting to Board for monitoring.</p> <p>QUESTION: A Trustee asked how the SU website is taken into account regarding Data Protection. ANSWER: The Acting Chief Exec agreed to check but believed that it was covered as one of the cases reported in the report had taken into account the website (both user facing and admin) when searching for a student’s name as part of a Subject Request.</p> <p>No additional actions were requested.</p> <p>ACTION: ACE to check that the Data Protection Policy covers the website explicitly.</p>
<p>9.</p> <p>9.1</p> <p>9.2</p> <p>9.3</p> <p>9.4</p>	<p>Policies</p> <p>The Board received a series of updated SU Policies prepared by the Governance and Executive Support Manager for approval (<i>see R5 of the Board reports</i>).</p> <p>Data Protection Policy See above action.</p> <p>Privacy Policy QUESTION: A Trustee asked whether training would be updated for Student Group committees in line with the updated Data Protection and Privacy policies. ANSWER: The Acting Chief Exec confirmed that this had been prepared by the Peer Support Manager and would be rolled out once the updated policies had been approved.</p> <p>Equality and Diversity Policy No comments</p> <p>Health and Safety Policy QUESTION: A Trustee asked if the Health and Safety Co-ordinator was in role at the moment. ANSWER: The Acting Chief Exec responded that as an interim measure whilst there is not someone in this role the SU has recreated the SU Health and Safety Committee which meets when required.</p>

<p>9.5</p>	<p>QUESTION: A Trustee was surprised that the SU did not have a Health and Safety Policy before. They asked if the SU Health and Safety Committee would be just the SU or if it would have representation from the University. ANSWER: The Acting Chief Exec confirmed that this committee would be internal but that the SU are in regular contact with the University's Health and Safety Team and the Sport Officer is a member of the University's Health and Safety Committee.</p> <p>A Trustee asked if the Sport Officer could report on any emerging themes from the University's Health and Safety Committee at the next Board meeting.</p> <p>ACTION: Sport Officer to provide a report on emerging themes from the University Health and Safety Committee at the next Board meeting.</p> <p>Safeguarding Policy The Deputy Chief Exec/Acting Chief Exec noted that this policy had come out of close work with the University.</p> <p>All proposed policies were approved.</p>
<p>10.</p> <p>10.1</p>	<p>Operational matters</p> <p>Update from the Acting Chief Exec The Board received an update report from the Acting Chief Exec (<i>see R6 of the Board reports</i>).</p> <p>The Acting Chief Exec highlighted a few key areas from her report.</p> <ul style="list-style-type: none"> • The SU was still working to the flexible working practices of the University in place for this academic year, with no agreed framework for the following year available. Most areas of the SU were working on a 60-80% in person basis but varied on area. • The Governance and Executive Support Manager and Transport Coordinator roles had yet to be advertised. They extended their thanks to the Head of Student Voice and Engagement and Insight and Engagement Manager who were covering complaints, disciplinaries and Board support, and the Head of Activities who was covering transport workload. Issues with University HR's capacity had led to the delays in recruitment of these posts. • Clarity is being sought regarding the Edge and arts offer funding with this going to University Executive Board for approval. <p>QUESTION: A Trustee asked whether the Edge's original vision to bring arts to the University is still maintained. ANSWER: The Acting Chief Exec and Activities Officer informed the Board of how student groups had been using the Edge spaces and agreed to share the paper prepared for the Arts Steering Group with the Board which had a more detailed overview of participation and engagement within the Edge and the arts.</p> <p>ACTION: Acting Chief Exec to share Arts Steering Group paper with Board.</p> <ul style="list-style-type: none"> • The Dartmouth Avenue spaces had one more year on the lease, there is concern that BANES Council may wish to take this space back. Levels of student engagement with the spaces is good and it serves as a base for the Student Community Partnership. The Activities Officer added that international students

<p>10.2</p> <p>10.2.1</p> <p>10.2.2</p> <p>10.2.3</p> <p>10.2.4</p> <p>10.2.5</p> <p>10.2.6</p>	<p>particularly were positive about this space with many of the faith and cultural Student Groups using the spaces regularly.</p> <ul style="list-style-type: none"> Following campaigns from students to have a black hairdressers located on campus, the SU had worked with the University to identify a suitable space which would open ready for the next academic year. <p>A Trustee on behalf of the Officer team thanked the Acting Chief Exec for their hard work covering the Chief Exec during their absence.</p> <p>Officer reports The Board received an update report from the Officers (<i>see R7 of the Board reports</i>).</p> <p>The Chair invited each Officer to pick out key highlights or areas where they wish to update Board or ask for support.</p> <p>The Education Officer highlighted the continued work to build networks with members of University Council. They also reported that the student representative structures had been utilised to raise key educational issues throughout the University.</p> <p>A Trustee encouraged the Officers to engage with members of University Council and update on student issues.</p> <p>The Activities Officer highlighted the Artsity event which had featured in their manifesto. Despite the impact of the storm University closure the event had been a positive success. They were also continuing to push the University around the work of sustainability to keep this as priority.</p> <p>The Sport Officer reported on the success of the 'sport stash sale'. They also reported that the SU and University were working on engaging a new kit supplier which had gone out to tender. They would be able to update the Board at the next meeting on the successful tender bid.</p> <p>The Postgraduate Officer reported progress with their Top Ten priority issue related to doctoral supervision. Agreements had also been made with the University to gather feedback from postgraduate taught students in the summer on dissertation support and to set institutional postgraduate KPIs to improve the postgraduate taught students' engagement and satisfaction.</p> <p>The Community Officer reported that they had been working with the University to further mental health support through the introduction of specific support networks and development of work under the Student Minds Mental Health Charter. They were also continuing to lobby the University for a simple signposting tool for students to be able to access support.</p> <p>The President, and Chair, reported that they were looking ahead at Officer handover for the incoming Officer team and exploring student leader recognition. They had also attended NUS National Conference.</p> <p>QUESTION: A Trustee congratulated the President on developing contacts with First Bus and asked whether e-scooters had been considered for travel to and from the University. They also asked for information about the international student hub mentioned in the President's report.</p> <p>ANSWER: The President responded that e-scooters in Bath operated in zones with a zone currently finishing on Bathwick Hill. The University's new Director of Education and Student</p>
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	<p>Services, who would be leading a steering group looking at short-, medium- and long-term strategies regarding travel to and from campus, would be asking why this is the case.</p> <p>The President responded that the international student hub was linked to the Top Ten priority issue concerning inclusive spaces and would be looked in a current vacant space on campus. The International Relations Office was also interested in international student spaces on campus so the President and Community Officer would ensure that updates were shared to avoid duplication.</p>
10.3	<p>Area Operations Reports</p> <p>The Board received an update report from SU areas (<i>see R8 of the Board reports</i>).</p>
10.3.1	<p>Activities area report</p> <p>QUESTION: A Trustee asked for an update on the progress with the Student Groups Policy due to student groups expressing concerns. ANSWER: The Acting Chief Exec agreed to take this away and get an update. The Student Groups Policy had been approved but a minor change had been proposed for approval.</p> <p>ACTION: Acting Chief Exec to provide an update on the Student Groups Policy.</p> <p>A Trustee commented that they were surprised not to see recognition of the concerns student groups had raised to the policy in the report.</p> <p>A discussion took place regarding the rationale for the Student Groups Policy introduction and student involvement in shaping the policy. It was agreed that this would be discussed outside of the meeting due to the operational nature of the policy.</p>
10.3.2	<p>Marketing report</p> <p>The Chair commented that the SU was seeing students use social media differently and work was underway to identify ways that the Officer team could support the SU social media.</p>
10.3.3	<p>Commercial report</p> <p>QUESTION: A Trustee asked if there was any insight into the new Bubbles and Beer event. ANSWER: The Chair reported that this was an evolving night, which is seeing students returning each week to attend.</p>
10.3.4	<p>Peer support report</p> <p>No comments were received from the Board.</p>
10.3.5	<p>Advice and support report</p> <p>No comments were received from the Board</p>
10.3.6	<p>Student Voice report</p> <p>QUESTION: A Trustee asked whether the high workload reported was just impacted by the vacant Governance and Executive Support Manager role. ANSWER: The Head of Student Voice and Engagement responded that workload had increased both pre and during the pandemic and covering the Governance and Executive Support Manager role had also had a more immediate impact. Work is currently underway with the University to identify areas of support in relation to student engagement activity.</p>
10.4	<p>SU Standpoints</p> <p>The Board received an update report regarding SU Standpoints (<i>see R9 of the Board reports</i>).</p>

The Head of Student Voice and Engagement gave an update on SUMmit and Standpoints. At the next meeting of the Board a review of the first year of these models will be submitted. The last SUMmit saw members agree to recommend a referendum regarding support for the trade union strikes. The referendum did not meet quoracy and therefore the Standpoint was not adopted.

Leadership Committee had discussed processes for students submitting Standpoint proposals related to SU policy or operational matters. This will be developed further once the new Governance and Executive Support Manager was in post.

QUESTION: A Trustee asked for clarification of the significance of a vote not being quorate.
ANSWER: The Head of Student Voice and Engagement outlined the processes for voting for Standpoints. Those which had not met quoracy could be resubmitted.

A Trustee commented that it was important for the Board to receive updates on the proposed and adopted Standpoints.

QUESTION: A Trustee asked how many Standpoints the SU was aiming to have adopted.
ANSWER: The Head of Student Voice and Engagement explained that the Standpoints model was based on a model used by a Scandinavian Students' Union which had a series of broad principles. The Standpoints which have been proposed and adopted so far are more nuanced, so no set number but the review will consider how Standpoints are shaped going forwards.

AOB

The Acting Chief Exec updated the Board of possible legal involvement in a Student Member Disciplinary case. The Board noted this, but no further action was required.

[The Acting Chief Exec, Head of Student Voice and Engagement, and Insight and Engagement Manager all left the meeting]

A verbal update was given by the Chair on the current situation related to the Chief Exec's absence and interim measures. The Board all send their best wishes to the Chief Exec and thank the Acting Chief Exec for their ongoing fantastic work as Acting Chief Exec.

Item	Action	Action Owner	Exp Finish
4	Actions to be updated to reflect new wording and responsibilities.	Secretary	Jun-22
8	To check that the Data Protection Policy covers the website explicitly.	Acting Chief Exec	Jun-22
9	To provide a report on emerging themes from the University Health and Safety Committee at the next Board meeting.	Sport Officer	Jun-22
10.1	To share Arts Steering Group paper with Board.	Acting Chief Exec	Jun-22
10.3.1	To provide an update on the Student Groups Policy.	Acting Chief Exec	Jun-22