

Meeting of:	Arts SU Board of Trustees
Location:	Meeting Room 1, 7th Floor Meeting Rooms, 7th Floor, High Holborn
Date and Time:	4pm, Wednesday 6 th September 2023
Members:	Minna Ellis (Chair), Lexa Barbulesca, Alyshia Carmen-Jack, Daniela Commey, Qingbo Du, Emma Mottram, Katwamba Mutale, Sof Nasif-Whitestone, Daryl Stenvoll-Wells.
In attendance:	Yemi Gbajobi, Chief Executive; Natasha Etti, Deputy CEO Finance and Services; Nick Smith, Company Secretary.
Apologies:	Dawn Buchanan, Richard Mead

Initial Items	
1.	<p>The board noted apologies. There were no requests for additional items of business.</p> <p>It was noted that the Yemi Gbajobi had an interest in the outcome of her appraisal targets but it was felt that they could remain in the room during item 5. Nick Smith had been appointed as a returning officer in the past but it was felt that they could remain in the discussion for item 8.</p>
2.	The board approved the minutes of the last Trustee Board without amendment
3.	There were no actions arising from the last Trustee Board Meeting
4.	There were no actions taken by the Chair on behalf of the Trustee Board since the last meeting
5.	<p>The board noted the Chief Executive Report and strategy update</p> <ul style="list-style-type: none"> a) Christina Kennedy was leaving after her maternity leave finished to join Cambridge University Students' Union. The interim structure allowed for a review to take place before recruitment began. b) Support had been given to staff members in commercial to outline their opportunities after the closure of the Central St Martin's bar. c) The university had agreed to the union's block grant request which meant that there was greater capacity to meet the strategic aims. This included the central services manager position that could support digital and physical processes. Student staff spread over campuses would also be coordinated by a new staff member. A fixed term HR coordinator role for one year had been agreed. d) Communication from the university about the new estate had not been consistent or always clear. e) New objectives for staff were hoped to be able them to understand their place in the organisation as well as improve internal connections to ensure work was completed. Operations plans would be presented among staff later this week and the new dashboard would be reported to the upcoming staffing committee. f) The board approved the CEO objectives g) The board agreed to appoint a deputy chair from among the lay members. <p>Action: NS</p>
6.	<p>The board noted the management accounts</p> <ul style="list-style-type: none"> a) The draft financial position at July 2023 shows a surplus of £32,428 against a projected surplus of £40,412 (around £8,000 below budget) to be sent to reserves. b) Additional costs of supplies meant that the profit margins had been affected though events income was up by 10%. c) Expenditure was 0.1% above budget at £2.26M. Additional monitoring throughout the year had meant that these figures were very close to target.
7.	<p>The board approved a Risk Register</p> <ul style="list-style-type: none"> a) The risk register included replaced risk related to Covid-19 but replaced them with a general duty to monitor risks relating to pandemic preparedness. b) Formats of the register would be reviewed through the year. c) D S-W offered her expertise for freedom of speech and external speakers. d) The risk register excel sheet should be circulated to trustees.

	Action: YG
8.	The board approved a change to the election and referenda byelaws to elect a student governor <ol style="list-style-type: none"> a) The student governor position was not an SU role but its appointment was facilitated by the students' union. This meant it would not count towards the 2 year paid representative requirement of the 1994 Education Act. b) Byelaw 5 2.1.5 would add a "student governor" role to the list.
9.	The board approved subcommittee terms of reference and membership <ol style="list-style-type: none"> a) It was noted that exit data should come to the staffing subcommittees. b) The nominations committee would meet ad hoc and trustees would be invited to join if needed.
10.	There were no additional items of business.
11.	There was a Trustee Only Discussion.

Upcoming meetings:

- Thursday 16/11/2023
- Wednesday 28/02/2024
- Tuesday 02/04/24
- Wednesday 18/06/2024