

- Minutes of:** Arts SU Board of Trustees
- Location:** 272, High Holborn, London WC1V 7EY
- Date and Time:** 4pm, Tuesday 26<sup>th</sup> November 2024
- Members:** Daryl Stenvoll-Wells (Chair), Sanskriti Bacchu, Emma Boggins, Dawn Buchanan, Mayibongwe Chikiwa, Zainab Goriawala, Andrew Morwood, Daisy Pile, Parul Shukra, Chihiro Tateno, Sayali Waghmare, Yufei Yuan.
- Apologies:** Aya Alkaraki, Katwamba Mutale.
- In attendance:** Yemi Gbajobi, Chief Executive; Justina Cruickshank, Deputy Chief Executive (Operations & Services); Martin Dodd, Deputy Chief Executive; Regina Zyrek, HR and OD Manager; Nick Smith, Company Secretary.

Initial Items	
1.	The board <b>noted</b> apologies, declare conflicts of interest and request additional items of business
2.	The board <b>approved</b> the minutes of the last Trustee Board with the amendment that the year end financial position should read "2023".
3.	The board <b>noted</b> the progress of actions arising from the last Trustee Board Meeting <ul style="list-style-type: none"> <li>a) The relevant policy schedules had been sent to the subcommittees.</li> </ul>
4.	The board <b>noted</b> any actions taken by the Chair since the last meeting
5.	The board <b>noted</b> the subcommittee minutes
6.	The board <b>noted</b> a CEO report <ul style="list-style-type: none"> <li>a) Since the September board meeting there had been a high number of staffing issues.</li> <li>b) 2 posts in the advice centre were being recruited including the advice centre manager who was leaving for personal reasons.</li> <li>c) The rise in National Insurance from April 2025 meant an additional cost of £7-8k in year and an additional £30-35k per year (taking into account spinal points). 4 fixed term posts were finishing at the end of the academic year and this would be an additional request in the block grant negotiations.</li> <li>d) 8 Student staff would be subject to NI contributions under the new regime. Capping the hours of student staff or other mitigations would be considered.</li> <li>e) Changes in the staff culture were a key objective of YG and this was taking up much of her time.</li> <li>f) Some reporting areas were not complete as information had not yet come from staff members.</li> </ul>
7.	The board <b>noted</b> the management accounts <ul style="list-style-type: none"> <li>a) A surplus of £50k was reported at the end of September. This was a result of additional income via the Darkroom as well as expenditure savings, though in some areas this was a matter of phasing and would be closer to budget by the year end.</li> <li>b) Additional income of around £12,000 was expected by the end of the year.</li> <li>c) Activity costs as well as clubs and society expenditure were significantly below target and this was being investigated. The quick expansion in society membership was causing some issues as well as the lack of space for societies to book.</li> </ul>

	d) Year on year comparisons for income and expenditure should be included in future. <b>Action:</b> JC
8.	The board <b>noted</b> an audit update a) The audit process was being undertaken and was on target to come to the meeting in March.
9.	The board <b>noted</b> a HR report a) In response to the workers protection act staff were undertaking work including all staff training and updates to policy which would return to the next board meeting. b) Social Justice collective had been engaged to help review the Equality, Diversity and Inclusion work of the union. The board <b>approved</b> the draft vision statement which would now be reviewed by staff members. After consultation this would return to the board for final approval. <b>Action:</b> YG/RZ c) Bloody Good Employer accreditation was being sought by the union and it was hoped that this would be awarded by the end of the year. d) New training requests for staff would be opened from February and, following board requests, additional efforts would betaken to fill these opportunities.
10.	The board <b>noted</b> a by-election report.
11.	The board <b>approved</b> a change to the election byelaws. a) They noted the changing impact of artificial intelligence on both union activities and within the university.
12.	The board <b>noted</b> the agenda for the next meeting.

**Upcoming meetings:**

- Tuesday 04/03/2025
- Wednesday 30/04/2025
- Thursday 26/06/2025