

Minutes of: Arts SU Board of Trustees
Location: Etc Venues, 50-52 Chancery Ln, London WC2A 1HL
Date and Time: 3.15pm Thursday 18th April 2024
Members: Minna Ellis (Chair), Lexa Barbulesca, Dawn Buchanan, Alyshia Carmen-Jack, Ando Du, Richard Mead, Katwamba Mutale, Daryl Stenvoll-Wells,
Apologies: Daniela Commey, Sof Nasif-Whitestone
In attendance: Yemi Gbajobi, Chief Executive; Martin Dodd, Head of Policy, Representation and Advocacy; Natasha Etti-Edwards, Finance Manager; Nick Smith, Company Secretary.

	Initial Items
1.	The board noted apologies. There was no conflicts of interest to declare
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 a) Emma Mottram had resigned since the last meeting and YG would see if they had any feedback on their experience. Action: YG
4.	The Chair had not taken any actions on behalf of the Trustee Board since the last meeting
5.	The board noted a CEO report including KPIs a) Recruitment for the Deputy CEO (Finance and Services) had commenced using an external recruitment panel. b) An approval for a commercial appointment would need to be given by the board outside of the formal meeting cycle. There was still uncertainty about the future of the commercial estate. Action: YG c) The budget for next year would come to the June board meeting.
6.	The board noted the management accounts a) The finance system was being updated and as such there may be a change in the way information was reported to the board. b) At the end of February income was £144k surplus which was £11k below budget. The expectation at the end of the financial year was still expected to be £11k surplus. c) Staff savings of £2,000 were helping reflect the surplus position. d) Underperforming commercial areas were expected to meet their budget by the end of the financial year.
7.	The board approved a competency framework a) This outlined expected behaviours for staff members to be monitored as well as performance. Employees would be able to see their score and the score assigned to them by their manager. b) Responses would be based on a 4 point Likert scale. c) A variation for student staff members should be added and approved by the staffing subcommittee. Action: Staffing subcommittee
8.	The board approved a device policy a) At the start of the Covid-19 pandemic the organisation bought a cluster of laptops which now needed replacement. b) This set out a stringent framework under which personal devices could be used as well as where the union would invest in new hardware, especially where they were a higher specification for the job required. c) If possible old laptops should be donated or destroyed responsibly.

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9.	The board approved a trustee recruitment plan a) The board agreed that 2 additional lay members should be recruited with a focus on HR and student engagement. b) 3 student members should be recruited with a focus on home students in line with the diversity of the sabbatical officers for 2024/5. Action: Nominations Committee
10.	The board noted the legal responsibility checklist a) Company Law should also be added to this list but the union was compliant at present. b) PA Testing was undertaken by the university for the union's devices.
11.	The board noted an elections report a) The board congratulated the successful candidates. b) There had been no formal complaints. c) Granularity in data was useful to help target election publicity next year. Development of students as active citizens was an important element of being part of the union. d) Sabbatical officer roles were published with a clear indication of what it meant as a job.
12.	The board approved meeting dates for next year
13.	The board approved a Student Basic Needs Project proposal a) £100k would be released from strategic savings to help meet student basic needs through projects such as provision of foodbanks, clothing, childcare and housing. b) The project would be overseen by a fixed-term full-time Student Basic Needs Coordinator for 12 months. Fighting inequity would be an important part of the role in addition to administrating projects. c) A wider project on empowering disadvantaged students could follow if the post remained.

Upcoming meetings Tuesday 18/06/2024