

Minutes of:	Arts SU Board of Trustees
Location:	EC_M404_Meeting Room, 4th Floor, Media Block, Elephant & Castle
Date and Time:	4pm, Tuesday 04/03/2025
Members:	Sayali Waghmare (Chair), Sanskriti Bacchu, Emma Boggins, Charmaine Chikiwa, Zainab Goriawala (except 12a), Andrew Morwood, Daisy Pile, Parul Shukra, Daryl Stenvoll-Wells (for items 8 onwards), Yufei Yuan
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.
Apologies:	Dawn Buchanan, Katwamba Mutale

	Initial Items
1.	The board noted apologies. It was noted that the staff members had an interest in the outcome of the policies but were not decision makers. Any re-elected officers would also have a minor conflict but elections were still ongoing.
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
4.	There were no actions taken by the Chair since the last board meeting to report.
5.	The board noted the subcommittee minutes
6.	The board noted a CEO report including KPIs a) The impact of the National Insurance increase was an additional costs of £13k for this year plus £33k for the following year. SLT were considering the impact of this on the budgets. b) The board noted the draft people strategy and YG asked for comments by email. Action: Trustees c) Additional data had been added to the KPIs and this would be sent by circulation. d) The attendance of the Vice-Chancellor at the representative conference had been very well received with tricky questions asked by students. e) The board noted progress on the investigation tracker. f) A basic needs coordinator had been appointed.
7.	The board noted the management accounts a) Welcome week ticket sales had been reconciled. The darkroom was performing ahead of budget, mainly as a result of an increase in student led events and the University using the space for their activity, however these were not always planned in advance
8.	The board noted a reforecast process a) Managers were considering their expenditure levels. b) National Insurance contributions were unexpected this year and so use of the reserves would be sought. c) Negotiations with the university to include the National Insurance increases in the block grant were ongoing. The finance committee were aware of the risks for the union. d) A reforecast budget would be sent to the board, including a proposal use the reserves, would be sent via email for a majority decision without a meeting. Action: NS

9.	The board noted the risk register a) While at present the risk of reliance on AI was low, research on its use amongst staff had been undertaken and it was likely to be increased due to the number of employees using it in their work. b) Environmental impacts of AI should also be added.
10.	The board approved a risk assessment and risk appetite policy a) A new area on Technology had been added. Use of untested startups or relying on automated processes were examples of activity that the union would not undertake.
11.	The board approved a data protection policy a) Ownership of artwork and designs by staff members was retained by the organisation, however they would be attributed to the individual and could be used for employment purposes. b) GDPR training would be included in the HR induction as well as an annual reminder.
12.	The board approved the following HR policies. These had all been consulted on with staff and the staff trade union. a) Job Evaluation. The board agreed to make progression levels annually based on the start of their role. They also agreed to keep benchmarking against other SUs. Progression levels should become 4 and 3 going ahead. b) Hybrid working agreeing to keep the 2 days FTE in the office. This was more generous than most organisations including the University. Management should be encouraged to help staff work in the Colleges to help get a spread of student experiences and interactions. c) Redundancy which would offer double the statutory pay requirement. An addition to allow Trustees to increase the requirement should be added. d) Disciplinary e) Transitioning at work
13.	The board noted a set of vision statements and agreed that it should be added to the next Trustee Board. Comments on this should be sent to the chair and secretary in advance. Action: Trustees
14.	An additional meeting to approve the Audited accounts would be held on 3rd or 4th April for Audit only meeting online. A Doodle poll for an April away day will be circulated.

