

Minutes of: Arts SU Board of Trustees

Location: MB_BG10 (Meeting Room) (GB), Chelsea Campus and via Teams

Date and Time: 4pm Thursday 26th June 2025

Members: Sayali Waghmare (Chair), Sanskriti Bacchu, Emma Dawn Buchanan, Mayibongwe Chikiwa, Zainab Goriawala, Katwamba Mutale, Andrew Morwood, Daisy Pile, Parul Shukra, Daryl Stenvoll-Wells,

Trustees elect: Zaine Cowan, Ayon Ghosh, Summer Lam, Ellie Walsh-O'Neill

Apologies: Jianing Lu, Chihiro Tateno, Yufei Yuan

In attendance: Yemi Gbajobi, Chief Executive; Justina Cruickshank, Deputy Chief Executive (Operations & Services); Nick Smith, Company Secretary.

Initial Items	
1.	The chair welcomed new members. The board noted apologies. There were no declarations of conflicts of interest arising from the agenda.
2.	The board approved the minutes of the last Trustee Board and noted the progress of actions arising a) The university
3.	The Chair had undertaken the CEO appraisal on behalf of the Trustee Board since the last meeting which would be discussed in the closed minutes.
4.	The board noted the subcommittee minute.
5.	The board noted a CEO report including KPIs. The following was raised in discussion. a) 1.4% salary increase approved by UCEA so likely to be the same. b) A student survey had been done for the first time in 6 years. 66% agreed that the union had a positive impact. c) Students were aware of services at Arts SU including exhibitions and the Dark Room. Most important services were student groups, exhibitions, course reps, advice service and then Dark Room. d) Students thought the union did events, activities and advocacy well. Students wanted more variety within current activity rather than new activity on the whole but they did want financial wellbeing and preparation through life skills for the future. This related to the work on basic student needs but improvements could be made to the way this is communicated. A student basic needs survey was also running that would provide insight. e) Skills development related to employability was a priority for students. f) Staff would be expected to use this in objective setting for the year ahead. The board noted the usefulness of this data to set targets and also provide support for different union departments. Where this was not uploaded they could not help managers and staff.
6.	The board noted the management accounts a) A surplus of over £42k was reported in the May accounts against an £8k deficit expectation meaning a variance of £51K. b) The retail pop-ups had been very positive. c) Expenditure was £56K under budget due to student staff not taking shifts and an underspend in conferences. It was difficult to accrue.
7.	The board approved following policies a) A Dignity at Work policy

	<p>b) Recruitment and Selection with amendments that the longlisting process should be done by the HR team. There should also be some judgement allowed for those travelling from a long distance.</p> <p>Actions: YG</p> <p>c) A parental leave policy of 20 weeks allowance.</p>
8.	<p>The board approved a campaigns review report for the students' union</p> <p>a) This sought to audit the different tools for the ways in which students could engage in the union's campaigning work with the hope that it would improve the number of students that the union worked with.</p> <p>b) During the development of this work there was a possibility it could be integrated directly in the ideas platform or be used in tandem to offer new opportunities.</p> <p>c) The outcomes of the review would be come back to the board.</p>
9.	<p>The board approved a development plan for Trustees based on the skills, knowledge & diversity Audit</p> <p>a) The board agreed to have sessions before half an hour before each meeting.</p>
10.	<p>The board approved the subcommittee terms of reference</p>
11.	<p>The chair thanked the trustees for their hard work over the past year. SW was thanked for her work as chair.</p>

Upcoming meetings

Monday September 8th
 Tuesday November 25th
 Tuesday March 3rd
 Tuesday April 28th
 Monday June 15th

Minutes of: Arts SU Board of Trustees

Location: MB_BG10 (Meeting Room) (GB), Chelsea Campus and via Teams

Date and Time: 6.15pm Thursday 26th June 2025

Members: Sayali Waghmare (Chair), Sanskriti Bacchu, Dawn Buchanan, Mayibongwe Chikiwa, Zainab Goriawala, Katwamba Mutale, Andrew Morwood, Daisy Pile, Parul Shukra, Daryl Stenvoll-Wells,

Apologies: Chihiro Tateno, Yufei Yuan

In attendance: Yemi Gbajobi, Chief Executive (item 1 and to introduce item 2); Justina Cruickshank, Deputy Chief Executive (Operations & Services) (item 1); Nick Smith, Company Secretary.

Closed Items	
1.	<p>The board noted an update on the budget</p> <ul style="list-style-type: none"> a) £314k additional ringfenced budget had been approved by the university. This was a 12% increase than last year. This would contribute to inflationary costs rather than new activity but a deficit of £134k was still expected. b) A more realistic trading income target had been set at £141k. Media sales were set at £6k. Following the success of the pop-ups the retail income had been increased to £42k. c) An additional 5 fixed term staff members were included here as well as the requested inflationary increase. d) Staff were commended on their work achieving this increase. e) An additional meeting would be set up to approve the final budget. <p>Action: NS</p>
2.	<p>The board approved the CEO appraisal report</p> <ul style="list-style-type: none"> a) This included the requirement to consider staffing structure over the next 3-5 years. b) In future years feedback from trustees should be sought before the appraisal process.

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