

|                       |                                                                                                                                                    |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Minutes of:</b>    | Arts SU Board of Trustees                                                                                                                          |
| <b>Location:</b>      | Haled Via Zoom                                                                                                                                     |
| <b>Date and Time:</b> | 4pm, Thursday 22 <sup>nd</sup> February 2024                                                                                                       |
| <b>Members:</b>       | Minna Ellis (Chair), Dawn Buchanan, Alyshia Carmen-Jack, Daniela Commey, Richard Mead, Katwamba Mutale, Sof Nasif-Whitestone, Daryl Stenvoll-Wells |
| <b>Apologies:</b>     | Lexa Barbulesca, Martin Dodd, Ando Du, Emma Mottram,                                                                                               |
| <b>In attendance:</b> | Yemi Gbajobi, Chief Executive; Natasha Etti-Edwards, Finance Manager; Nick Smith, Company Secretary.                                               |

|    | 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 a request that the closed minutes should be clarified.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 3. | To <b>note</b> the progress of 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. | The board <b>noted</b> the subcommittee minutes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 6. | <p>The board <b>noted</b> a CEO report including KPIs</p> <ul style="list-style-type: none"> <li>a) 2 Additional managers had been recruited to replace the deputy CEO role.</li> <li>b) An interim Marketing and Communication Manager had been recruited to cover the sabbatical of the permanent role holder.</li> <li>c) At the end of June 2024 Tasha Etti-Edwards would be leaving the organisation. The board thanked her for her work but also the long handover period that she had agreed. Atkinson HR had been engaged to recruit a replacement.</li> <li>d) Within the KPIs, the metric for retention should be changed to reflect the different levels of the organisation. <ul style="list-style-type: none"> <li>- 90% of staff in Band 3 &amp; 4 who are in post for at least 2.5 years</li> <li>- 90% of staff in Band 5 &amp; 6 who are in post for at least three years</li> <li>- 100% of staff in Band 7 and above who are in post for at least 3.5 years</li> </ul> Posts were monitored rather than length of service at the union because there were fewer opportunities to progress internally with a smaller staff team.</li> <li>e) Age diversity among the staff team was improving with the benefits for parents and carers for example being better publicised. The organisation was less diverse among general staff for black and women staff members.</li> </ul> <p><b>Key performance Indicators</b></p> <ul style="list-style-type: none"> <li>f) School representative recruitment was much higher than predicted.</li> <li>g) 68% of students believed the union was having a positive effect on them (against a target of 80%).</li> <li>h) The union had already met its target (70%) for students who believed the organisation helped create inclusive communities.</li> </ul> |

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7.  | <p>The board <b>noted</b> the management accounts for December</p> <ul style="list-style-type: none"> <li>a) The Union's financial position continues to be ahead of its projected target, with a year to date surplus of £142,881 vs a projected surplus of £40,992,</li> <li>b) 83% of this difference was due to staffing costs and more accurate phasing expectations may be needed to be used in future budgets and released to allow more activity before year end.</li> <li>c) Retail income is £9.6k below budget mainly due to poor performance in the Darkroom and improved visibility of merchandising was being investigated to remedy this. Positive sales were associated with "destination events" which were being provided through an events team called "City Fiesta". Hospitality bookings were ahead of budget.</li> <li>d) Societies were not spending the grants that they had been allocated.</li> </ul>                                                                                               |
| 8.  | <p>The board <b>approved</b> the Trustees Annual Report</p> <ul style="list-style-type: none"> <li>a) This addressed the minor amendment from the November meeting.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 9.  | <p>The board <b>noted</b> the HR report on staffing data for the year so far.</p> <ul style="list-style-type: none"> <li>a) The board thanked RZ for their work on the report.</li> <li>b) Staff leaving at the start of the year was 9.6% which was below previous years but this did not mean the trend would continue.</li> <li>c) It was expected the number of staff members with a disability was higher than reported and HR were working on ensuring that staff felt they could reveal their status.</li> <li>d) Student staff members were below target on all diversity data and this was being worked on.</li> <li>e) The majority of sickness absence was due to colds, coughs and flu. SLT would monitor areas such as mental health where they could support employees proactively.</li> <li>f) The correlation between positive views of the organisation and line management in exit interviews would be investigated.</li> <li>g) Sabbatical officers would be offered exit interviews this year.</li> </ul> |
| 10. | A date for an April Away day would be organised via Doodle poll                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 11. | There was a Trustee Only Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

#### Upcoming meetings:

- April TBC.
- Wednesday 18/06/2024