



**Richard Quayle** was duly elected Deputy Chair for 2021-22.

#### 7. Scheme of Delegated Authority Review – TB/2122/01/05

DS presented paper TB/2122/01/05 – Scheme of Delegated Authority. The Trustee Board was asked to review and approve the SODA.

DS thanked MW for sending amendments ahead of the meeting, KQ enquired how appropriate the phrase “officer delegated to the board” was, suggesting this is reworded to “management to oversee”. DS advised that the delegation to the Board is due to the Board being the ‘line management’ of the Officers.

**Officer Accountability:** DS acknowledged the inclusion of the Sabbatical Officer Disciplinary policy is common amongst Students’ Unions. KW enquired whether Officers are employed on behalf of the Students’ Union or democratically elected. DS noted that Officers hold many positions of account in their role. ACC added that this was a national issue, TB concurred with this being a University problematic issue.

The Trust Board **approved** the Scheme of Delegated Authority.

#### 8. Approval of Bank Mandate – TB/2122/01/06

DS presented paper TB/2122/01/06 – Approval of Bank Mandate. The Trustee Board, acting in its capacity as company directors, was asked to confirm the signatories on the Bank Mandate of York St John Students’ Union Ltd.

The Trustee Board **confirmed** the removal of **Emma Palmer** and **Jenny Marchant** as signatories.

The Trustee Board **confirmed** the addition of **Christian Smith** and **Aimee Yeoman** as signatories.

#### 9. Sabbatical Officer Salary Review – TB/2122/01/07

DS presented paper TB/2122/01/07 – Sabbatical Officer Salary Review. The Trustee Board was asked to discuss and approve the salary for the 2022-23 Sabbatical Officers.

*JA, CS and AY left the room until this item was discussed. RQ was in the chair.*

**Proposed figure.** DS presented the recommendation of the small uplift, reporting that the remuneration reflected the caution of the Pandemic and its impacts. RQ noted that the proposed salary reflects the medium of the North and incorporates a Benchmarking Report by the NUS.

**Sabbatical Officers involvement.** MW enquired about including the Sabbatical Officers to the discussion of the Sabbatical Officer Salary Review, drawing links to the disciplinary policy that is included on the agenda. RQ acknowledges the conflict of interest and agrees to invite the Sabbatical Officers to the discussion of the Sabbatical Officer Salary Review.

JA, CS and AY entered the room, RQ opened the floor to the Officers for any questions. None.

The Trust Board **approved** the Sabbatical Officer 2022-3 salary as £19’420 (plus any cost of living increase).

#### 10. Sabbatical Officer Disciplinary Policy Review – TB/2122/01/08

DS presented paper TB/2122/01/08 – Sabbatical Officer Disciplinary Policy Review. The Trustee Board was asked to approve the Sabbatical Officer Disciplinary Policy Review.

Clerk’s Note: *The Trustee Board had a closed discussion on updates to the Policy Review.*

#### 11. Elections and Referenda Committee: Appointments – TB/2122/01/09

DS presented paper TB/2122/01/09 – Elections and Referenda Committee: Appointments. The Trustee Board were asked to approve the recommendations made by the Elections and Referenda Committee.

The Trustee Board **approved** the Appointments for 2021/22.

## 12. Sabbatical Officer Activity Reports – TB/2122/01/10

The Sabbatical Officers presented their Activity Reports to date, the Trustee Board had a discussion on the following:

### **President of the Students' Union**

**Creative Centre.** JA updated Trustees on the developments of the Creative Centre, noting that the University are proposing the building will be ready for teaching from 1<sup>st</sup> November. JA noted he is to attend steering group meetings for updates on the developments of Foss Sports Hall with reassurance from the University that space and facilities will be available for Sports and Societies.

**Buddy System.** JA gave an update on the Buddy System as pairing is to take place next Tuesday, reporting that 40 students have volunteered with 74 new students requesting a Buddy.

**Student Media.** JA reported this proposal will commence in Semester 2. RQ enquired about whether this proposal would be added to the Risk Register to ensure that it was delivered in a sustainable way. JA concurred and stated this item would be noted in Service Development Committee. DS noted that the Insurance company would also be notified.

**London Campus.** ACC asked the Sabbatical Officers for their perspective on the London Campus. JA reported that the London Campus is looking for other premises for expansion after updates that the London Campus has outgrown its facilities. AY reported concerns with academic integrity noting to advice cases that have been raised, specifically with MBA students having disciplinary notices. AY noted that the Student Opportunities team have seen the impact of this.

### **President of Education**

**PG Enrolment Fee.** RQ enquired about what the deposit was for. AY noted this was done by the Finance Department so that bank details were on record for tuition fees being paid with direct deposit. RQ recommended this issue was raised with the University to confirm where this deposit is going. CS reported that this deposit is deducted off total fees.

### **President of Wellbeing and Diversity**

**Spiking.** CS reported on the concerns of increased spiking across the UK and updated Trustees on the purchase of drink stoppers for students to use. CS acknowledged this was not an issue seen in the Students' Union but a preventative measure. CS noted there is to be a partnership with the University of York Students' Union to help coordinate messaging and communications to students within the City of York. CS also outlined plans with the Marketing and Communications Team at the Students' Union to contact York Hospital to highlight awareness to the spiking concern.

**Stonewall Charity.** RQ enquired about the partnership with Stonewall, CS outlined the cost of the Diversity Champions Programme would be £2,400 plus VAT, which will be raised in People and Culture Committee. DS informed Trustees that the Committee will take place on 7<sup>th</sup> December.

**Hedgehog Friendly Campus.** RQ enquired about any other sustainability initiatives that are to be introduced. CS outlined the University house bees and is working alongside the Estates team to build upon sustainable projects. AY noted Green Week will take place in March 2022, focusing on sustainability and volunteering. JA commented on the University's wider plans in becoming carbon neutral by 2026, with plans to fit solar panels alongside projects on Haxby Road.

## 13. University and Sector Context – TB/2122/01/11

DS presented paper TB/2122/01/11 – University and Sector Context. DS led the Trustee Board in an update:

**1.1 Students' Unions.** DS reported that the Students' Union is in a surplus, acknowledging the full return to Campus with increased engagement by students. DS noted that this is highlighted by other Students' Union with increased numbers after the pandemic.

**2.3 Charities Bill.** DS added that the changes to the Bill raise questions to the panel about equality, diversity and inclusion of Trust Boards. This will also be acknowledged through the Good Governance Code and its implementation to address any tiny developments.

**3.1 Recruitment.** DS reported that pressure of student accommodation is a York City wide issue, noting that the case of students residing in the Travel Lodge has been resolved, with those students now been allocated university accommodation.

**3.2 University Facilities.** DS reported that the delayed schedule of the Creative Art Centre has created issues for the Student Opportunities Team, giving an example of rearranging sports fixtures. DS also reported that due to high levels of engagement with Societies, attendance is exceeding room capacity, with concern of maintaining social distancing measures.

**4.1 Engagement.** DS reported the Students' Union is now tracking student engagement in all aspects of Students' Union services, with data showing students enjoying multiple societies and higher individual unique engagement touchpoints.

**4.2 Commercial Services.** DS expressed gratitude to RQ and KM for their involvement with the commercial services as commercial principles are now coming into fruition. DS also noted that the enhancement of the commercial services has redefined spaces with The Lounge being used as study spaces.

**NUS Consortium.** DS updated Trustees that York St John's Students' Union has been approached to be a case study in the improvement of commercial services within an organisation. JA congratulated the Board and Management Teams in this recognition. MW also gave congratulations to the Sabbatical Officers and CEO for their insightful report.

#### 14. Draft Trustees Report 2020-21 – TB/2122/01/12

DS presented paper TB/2122/01/12 – Draft Trustees' Report 2020-21. The Trustee Board was asked to read and discuss the Draft Report.

**The Trustee Board took note of the Report. JA led the Board page-by-page to capture responses.**

DS thanked KM for amendments sent ahead of the meeting. RQ recommended alterations to the page formatting and the consideration of ordering Affiliations as either A-Z or 1-10 to improve digital literacy.

**KPI Dashboard.** KM reported the *Non-Subvention Income* graph was not accurate, suggesting that if the three departments did not have identical budgets, to change the layout of the findings.

**Making Change for Students.** RQ suggested the rewording of 'change the way Graduation is charged'.

**Campaigns.** MW noted this section of the Report had elements of repetition and is covered elsewhere in the document. RQ concurred, suggesting that this would help the reader stay engaged with the document.

**ACTION: DS to remove item.**

**Financial Review.** DS reported that this item will be updated now the Auditors have completed a pension review. TB enquired about the need for clarity on 'Senior Management' and its use in defining the four listed roles, noting that Management roles defined on Page 4 and references in the SODA mention Senior Management Teams. DS outlined this document is in line with the referral of Senior Management by the Charities Commission, acknowledging the need for consistency. DS also commented that the SODA references Senior Management which is a term internally used by the Students' Union. RQ commented on Voluntary and Gender Pay Gap reporting, noting this is in line with EDI and BAME targets given the size of the organisation.

**Pay Policy for Senior Staff.** RQ enquired about the need to disclose the CEO salary, DS reported that this would need to be disclosed unless it is over £60,000. JA noted that the Yearly Appraisal is to be conducted in July not January 2022.

**Future Plans.** RQ enquired about the relevance of this item when the plans have yet to be completed. DS noted that the Charities Commission requires the proposals to ensure that the organisation is self-sufficient and sustainable.

**ACTION: DS to make amendments raised by Trustees ready for completion of Auditor's Report for the Finance and Audit Committee on 04 November 2021.**

**15 Discussion: Risk Appetite – Verbal**

DS started the discussion by asking the Trustee Board questions. The questions read as follows:

**1. As a Trustee Board do you feel informed enough to make informed decisions?**

ACC notes that information that is provided is of high quality, delivered in a timely manner and in a good quantity to make informed decisions. MW concurs, noting to the good work being done by Sabbatical Officers and Management team to ensure structure is in place. TB commented on the sustained communication amongst the Board, noting to a smooth transition of appointment. RQ concurs, noting that informed decisions come from keeping the Board engaged, especially when Trustees are geographically spread.

**2. Do you think the Students' Union manages risk effectively?**

MW acknowledged the relationship between the University and the Students' Union leads to the success of its productivity. MW noted that updates to Foss Sports Hall and the Creative Arts Centre is a reminder that the engagement levels of students are important. MW recognised the continued work of small level risks such as, safety on the river and student drinking. MW acknowledged the work being done for pension deficit, as updates given today have highlighted.

**3. Do you think we have the balance right taking risks?**

DS referred to the Business Plan for the Commercial Services as an example to reflect on the risk taken, as compared to the first 21 days of opening being a success. RQ rephrased the question, '*Are we taking the right risks?*'. ACC acknowledged that being informed by previous decisions will help to take risks, suggesting that getting a measure on what is feasible will help. DS concurred with the need for measurements and finding meaningful methods to take risks. DS outlined Sabbatical Officers are working with Officer Impact Templates which helps to measure the impact of risk. DS acknowledged that previously the Students' Union has not always measured risk effectively.

**ACTION: DS to propose Risk Management in the next Trustee Development Day.**

**16. Equality, Diversity and Inclusion Update – Verbal**

DS led the discussion on Equality, Diversity and Inclusion (EDI), updating the Trustee Board in a verbal delivery.

DS outlined 3 key strands to the EDI project:

1. **Student Engagement.** A holistic review of student body engagement, looking at who engages, who is attracted to the University and if there are any patterns to tell us why. Once the data has outlined the Union's current position, looking at the perceived barriers and student profile across the University will follow. Also, understanding what work is being done by the University and how this can be improved.
2. **Staff Profile/Recruitment.** Data analysis to compare other Students' Union practices and procedures. DS gave examples of flexible working, inclusive documentation through non-gendered language. Staff recruitment process and strategies to increase inclusivity and diversity.
3. **Governance.** Linking to the Good Governance Code to review the Governing practices and developing methods to increase equality, diversity and inclusion. DS gave the example of hybrid meetings to ensure for maximum inclusion.

DS acknowledged that data analysis is an essential component for a holistic understanding to the Students' Union current position on EDI, commenting that there would be a 24-month period for seeing conclusive recommendations. KM asked if there was a problem that needed to be solved on the matter of EDI. DS reported that a comment was raised in the Service Development Committee that needed to be addressed. KM asked if the EDI scope will be included in the next Trustee meeting, DS confirmed this will be included.

CS gave a verbal delivery on the cultural barriers of BAME students, findings that were presented at the Foundations Committee meeting. This was informed by the work of the University for the Race Equality Assessment Criteria.

**BAME Student Engagement.** CS reported the University's BAME profile is 7% Undergraduates and 8.9% Postgraduates. This was in contrast to the regional average of 8.7% within Yorkshire and the Humber for BAME identities.

**Student Survey.** CS highlighted themes captured from the NSS Survey and perspective from the University, which suggested that Black students had lower levels in engagement, feeling underrepresented and isolated.

TB noted Winchester University's BAME demographic was 2% for a contextual understanding. TB offered to share Winchester's Student Demographic Report for reference. KM enquired about the Students' Union standpoint and whether its key priority is to support the University on this matter. CS acknowledged this to be a priority, noting that other Sabbatical Officers sit on other Sub-Committees in attendance of the London and BAME Part-time Officers.

MW enquired about making this a regular item in the Agenda due its importance. DS confirmed.

**ACTION: CS to provide Trustees with Presentation slides for a further insight into BAME statistics.**

#### 17. Items to Note (items 17-20)

JA presented papers TB/2122/01/17-20. The Trustee Board were asked to review the papers.

The Trustees took note of the Reports.

#### Any Other Business

None.

**Meeting closed at 18:57**

Date of next meeting: 30 November 2021 (AGM)

Signed \_\_\_\_\_ (Chair) Date \_\_\_\_\_