STUDENTS' UNION AT BOURNEMOUTH UNIVERSITY
TRUSTEE BOARD MEETING | [24 Apr 2024]
[11:00] | [via MS Teams]
UNCONFIRMED MINUTES - OPEN

PRESENT
Aylwin Yafele – (AY) Deputy Chair
Norah Deka (ND) Sabbatical Trustee
Nicole Thompson (NT) Lay Trustee
Ogechi Aikohi (OA) Student Trustee
Holly Tyack (HT) Sabbatical Trustee
Grace Lawalson (GL) Student Trustee
Martha Longdon (ML) Lay Trustee
Fatima Farha (FF) Sabbatical Trustee
Dawn Harvey (DH) Lay Trustee
Ben Young (BY) Student Trustee

APOLOGIES
Chike Dike (CD) Chair
Stuart Mcculloch (SM) Lay Trustee

IN ATTENDANCE
Helen West (HW) Interim, Chief Executive Officer
Josh Harris (JH) Director of Operations and Governance

PART ATTENDANCE
Jean Lang (JL) BU Observer

PART ATTENDANCE (TO PRESENT THEIR REPORT)
Ryan Bunn (RB) Auditor, Griffin
Jason Raggett (JR) Director of Finance
Chloe Lockett (CL) SUBU Advice Manager
Zach Braid (ZB) Democracy and Campaigns Coordinator
Nick Penter (NP) External Finance Consultant, FD & CFO Centre

1. Welcome/Apologies

1.1 AY welcomed all Trustees to the meeting and informed that AY as Deputy Chair would be Chairing the Board meeting.

1.2 Apologies were received from CD and SM.

2. Declaration of Conflicts of Interest (including related parties), for noting

2.1 None recorded.

3. Minutes of the last meeting, for approval

3.1 **The minutes of the meetings held on 21 February 2024 were approved.**

4. Chair's Actions

4.1 AY confirmed that there were some Chair's Actions around the recruitment of the CEO, and these included an update on the current process and the arrangements around the interim CEO. These would be discussed during the meeting, further on in the agenda.

Substantive Items – for Discussion, Decision and Noting

5. Audited Accounts - Final, for approval

5.1 RB gave a brief overview.

5.2 **The Trustee Board approved SUBU's Consolidated Audited Accounts.**

6. Management Accounts, for noting

6.1 JR gave a brief overview.

6.2 **The Board noted the Management Accounts.**

7. Trustee Recruitment & Roles, for approval

7.1 JH gave a brief overview.

7.2 **The Board approved Trustee Recruitment roles and associated processes.**

8. KPI and Emerging Strategy Update, for noting

8.1 MK gave a brief overview.

8.2 **The Board noted the KPI and Emerging Strategy Update.**

9. Summit Chair Role, for approval

9.1 ZB gave a brief overview.

9.2 **The Board approved the removal of the Summit Chair role**.

10. Awareness Session: Advice Service

10.1 CL gave a brief overview and visual presentation.

10.2 JH informed the Board that with regards the Community Kitchen initiative, SUBU Advice had recently utilised a portion of the Student Engagement budget. This was due to the high level of engagement with this scheme. JH informed that £1.5K had been allocated for this initiative from the Student Engagement budget.

Action: CL to send the Advice presentation to the Board.

Non-substantive Items - No discussion required

11. CEO Recruitment Update - Verbal, for noting

11.1 **The Board noted the CEO Recruitment Update.**

12. CEO Report, for noting

12.1 HW gave a brief overview.

12.2 **The Board noted the CEO Report.**

13. Election Report - Full-Time Officer Elections, for noting

13.1 The Board noted the Full-Time Officer Election Report.

14. Policies for Review, for approval

14.1 The Board approved the Complaint Policy Procedure; SUBU Member Code of Conduct and Disciplinary Policy; Sabbatical Officer/Staff Protocol; Anti-Bribery & Corruption Policy.

Items for Noting/Information - Silent papers - For Noting Only

15. Minutes - Audit and Risk Committee, for noting

15.1 The Board noted the Audit and Risk Committee Minutes of 13 March 2024 and 15 April 2024.

16. Minutes - Commercial Review Group, for noting

16.1 The Board noted the Commercial Review Group minutes of 6 March 2024 and 16 April 2024.

17. Strategic Risk Register, for noting

17.1 The Board noted the Strategic Risk Register.

18. Action Log, for noting

18.1 The Board noted the Action Log.

19. Matters arising, for noting

19.1 There were no matters arising.

20. Agenda for Next Meeting, for noting

20.1 The Board noted the agenda for the next meeting.

21. Any Other Business, for noting

21.1 No items were noted.

The meeting closed at 13:00.