



UEA Student Union
(Company number: 0966 4303)
Board Meeting
Mon 4 Dec 23 @ 1600
In Bookable Room 6
Agenda (Version 1)

Trustees

Full time Officer Trustees (Max 5: Article 35.1)

Taylor Sounes (TS) Chair	Under-Graduate Education Officer	t.sounes@uea.ac.uk
Luke Johnson (LJ)	Activities & Opportunities Officer	luke.e.Johnson@uea.ac.uk
Elise Page (EP)	Post-Graduate Officer	e.page@uea.ac.uk
Serene Shibili Sexton (SS)	Campaigns & Democracy Officer	s.shibli-Sexton@uea.ac.uk
Nathan Wyatt (NW)	Welfare, Community & Diversity Officer	Nathan.wyatt@uea.ac.uk

Part-time Officer Trustees (Max 2: Article 35.2)

Liz Bigalke	L.Bigalke@uea.ac.uk
Holly Summers	H.Summers@uea.ac.uk

Student Trustees (Max 4: Articles 35.3 & 41)

Chikaosolu Emeka	C.Emeka@uea.ac.uk
Ivo Garnham	I.Garnham@uea.ac.uk
Catriona Lee	Catriona.Lee@uea.ac.uk
Meg Powley	Meg.Powley@uea.ac.uk

Post Grad Trustee (Max 1: Articles 35.3 & 41)

Not elected

External Trustees (Max 6: Article 35.4)

Dev Aditya (DA)	dev@oiedu.co.uk
Anwar Azari (AA)	a.azari@mdx.ac.uk
Simon George (SG)	simon.george@uea.ac.uk
Ben Soper (BS)	benjamin.soper@uea.ac.uk

In attendance

Jonathan Davis	UEASU Clerk	SU.Clerk@uea.ac.uk
Jumara Stone	UEASU CEO (Desig)	jumara.stone@uea.ac.uk
Caroline Wilson	UEASU CEO (Interim)	Caroline.wilson@uea.ac.uk
Tim Cave	UEASU Assistant Director (Finance)	tim.cave@uea.ac.uk

Quorum

Article 103. Half the post-holders on the Board of Trustees and such quorum must include a minimum of two External Trustees and four Trustees who are Ordinary Members of the Union (**Ordinary Members:** student members of the Union being students at the UEA as further defined in Article 18 and the FTSO)
The quorum is deemed to be **8** Trustees.

Article 104. Where the resolution or issue under discussion concerns a matter in respect of which some or all of the Trustees have a conflict of interest, the quorum shall be 5.

Agenda Items – Bold Page Numbers in Combined PDF

- | | | |
|--------|---|-------|
| 1. | Statements from the Chair (Chair) | 1 Min |
| 2. | Meeting Business (Chair) | 2 Min |
| 2.1 | Statement of quorum | |
| 2.2 | Apologies | |
| 2.3 | Completed Declarations of Business | |
| 2.4 | Declarations of Business (This meeting) | |
| 2.5 | Confidentiality Statement All matters discussed during the meeting are confidential until the Minutes have been approved. Any items recorded in the Confidential Part II Minutes remain confidential after the Part II Minutes have been approved. | |
| 3. | Governance Matters | |
| 3.1 | A&HRC Terms of Reference Page 6 | 5 Min |
| 3.2 | R&OC Terms of Reference Page 9 | 5 Min |
| 4. | Minutes of the Previous Meeting – Mon 23 Oct 23. (Chair) Page 12 | 5 Min |
| 4.1 | Accuracy | |
| 4.2 | Outstanding Actions | |
| 5. | Committee Reports – Updates where items not discussed later in the Agenda | |
| 5.1 | Finance Committee. (NW) Page 23 | 3 Min |
| 5.1.a. | Verbal Report on FC | |
| 5.1.b. | Audit Planning Report (Sent under separate cover) | |
| 5.2 | Management Committee (LJ) | 5 Min |
| 5.2.a. | Minutes of MC 180: 31 Oct 23 (To follow) | |
| 5.2.b. | Verbal report on MC 180 : 28 Nov 23 | |
| 5.3 | Appointments & HR Committee (EP) | 3 Min |
| 5.3.a. | Trade Union Recognition | |
| 5.4 | Risk & Oversight Committee (SS) | 3 Min |

6.	FTSU Reports. Page 26	
6.1	Under-graduate Education Officer (TS)	2 Min
6.2	Activities & Opportunities Officer (LJ)	2 Min
6.3	Post-Graduate Education Officer (EP)	2 Min
6.4	Campaigns & Democracy Officer (SS)	2 Min
6.5	Welfare, Community & Diversity (NW)	2 Min
7.	CEO Report (CEO) Page 36	5 Min
8.	HR Update (CEO) Page 40	5 Min
9.	Finance (ADF)	20 Min
9.1	Financial Update Paper Page 45	
9.2	Management Accounts Page 47	
10.	Risk Register (Standing Item) (Not included in Combined Pack)	2 Min
11.	Union Council Report (SS)	5 Min
11.1	Motions Passed – details in Board Folder	
12.	Board Objectives Page 59	5 Min
12.1	This meeting	
12.2	General Objectives	
13.	Dates of future Meetings	1 Min
14.	Any Other Business	
	i. Total:	80 Min

Confidential items for Part 2

1.	Minutes of the last meeting Mon 23 Oct 23.	5 Min
2.	Confidential personnel issue from Management Committee.	

Dates of Future Meetings

Mon 12 Feb 24 @ 1600

Mon 8 Apr 24 @ 1600

Thu 30 May 24 @ 1600

Tue 25 Jun 23 @ 0900 (Followed by Strategy Day)

Outstanding actions

Item	Action	Responsible	By when	Update
6 Sep 23 5.2	Liaise with committees to implement Board Objectives.	Chair	At appropriate meetings	
6 Sep 23 5.3	Ensure 'Objectives' is discussed at the next committee meeting	Clerk	At appropriate meetings	Ongoing
23 Oct 23 3.2	Send copy of presentation to clerk for distribution to trustee	Jumara Stone	Now	Reminder emails sent
23 Oct 23 4.3	Send out updated electronic invitations for Trust Board & committee meetings	Clerk	Now	
23 Oct 23 6.2.c.iii	Provide more information on 'University Street Proposal'	LJ	Management Committee	Closed
23 Oct 23 6.2.c.iv	Provide detail to support Shift Leaders' Proposal	LJ	Management Committee	Closed
23 Oct 23 6.3.b	Include the Trust Board Chair in all appraisal planning decisions	EP	Ongoing	
23 Oct 23 6.3.c.iii	Liaise to develop HR policies	EP & BS	Ongoing	
	Include on agenda of next A&HRC	EP	Next A&HRC	
23 Oct 23 6.3.d.ii	Report on Union recognition	EP	Next Board meeting	Included on agenda
23 Oct 23 6.3.e	Draft ToR for A&HRC	Clerk	Next Board meeting	Included on agenda
23 Oct 23 6.4	Draft ToR for R&OC	Clerk	Next Board meeting	Included on agenda
23 Oct 23 7.1.c	Include revised reporting format in appropriate meeting agendas	Clerk	Now	
23 Oct 23 7.3.a.iii	Prepare detailed proposal for UEASU support to Night Bus project	LJ	Next Board meeting	Included on agenda
23 Oct 23 8.3.a	Written response to 'How is UEA embedding cost of living plan into business as usual?'	Interim CEO	Now	

23 Oct 23 8.3.b	Written response to 'What is the SU doing for staff about the cost-of-living crisis?'	Interim CEO	Now	
23 Oct 23 8.3.c	Present written questions to CEO on submitted report.	All trustees	As appropriate	
23 Oct 23 9.2	Submit HR report in revised format	HR Director	Next Board meeting	
23 Oct 23 10	Comments relating to the Risk Register to the Chair	All Trustees	Now	Included on agenda
23 Oct 23 11.3	Send copies of Union Council meeting agendas, adopted motions / Decisions and delegated actions to the Clerk	SS	From now on	
23 Oct 23 11.4	Include Union Council Report as standing item on Formal Management meeting agendas	Clerk	From now on	Closed
23 Oct 23 11.5.c	Send copies of SOC report to clerk after each meeting	SS	From now on	
23 Oct 23 11.5.d	Include SOC Report as standing item on Formal Management meeting agendas	Clerk	From now on	Closed
23 Oct 23 13.1.b	Ideas for Board & SMT Christmas team building activity to Chair	All Trustees	Next Board meeting	Included on agenda
23 Oct 23 13.2.b	Trustees wishing to take part in Officer Quiz notify Chair	All Trustees	Now	Closed
23 Oct 23 13.3	Collate all future meeting papers into a single 'bundle'.	Clerk	Next Board meeting	