



UEA Student Union
(Company number: 0966 4303)
Board Meeting
Tue 12 Feb 24 @ 1600
In Bookable Room 6
Agenda (Version 3 – 09/02/2024)

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 Shibli 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

In attendance

Jonathan Davis	UEASU Clerk	SU.Clerk@uea.ac.uk
Jumara Stone	UEASU Chief Executive Officer	jumara.stone@uea.ac.uk
Tim Cave	UEASU Assistant Director (Finance)	tim.cave@uea.ac.uk
	Attending from 17:00	

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

Pack Page

All papers for the Open Agenda can be found in the Trustee Board folder by clicking this link: [20240212 - 12 Feb 24](#)

Item	Title	Presenter	Time	Pack Page
Section A: Meeting Business				
A1)	Statements from the Chair	Chair	16:00	
A2)	Quorum, Apologies, Confidentiality Statement Apologies received from Anwar – from 17:55 Jumara – from 18:00	Chair	16:05	
A3)	Declaration of Interest To note the recusal of the FTOs for Item B3	Chair	16:05	
A4)	Minutes of the Previous Meeting To approve the minutes of the previous meeting held on the 4 th Dec	Chair	16:05 5 min	Page 7
A5)	Action Log To review the outstanding actions	Chair	16:10 5 min	Page 5
Section B Items for Decision				
B1)	External Chair of the Board To discuss and approve the proposal for an External Trustee to act as Chair of the Board from July 2024	Chair/CEO	16:15 10 min	Page 20
B2)	Governance Review Implementation To discuss the implementation plan for the remaining aspects of the Governance Review	CEO	16:25 10 min	Page 23
B3)	Sabbatical Officer Pay Review To discuss and approve the proposal on Sabbatical Officer Pay Appendix for this item here	CEO	16:35 10 min	Page 28
B4)	Confirmation of Returning Officer Approval To note and agree Management Committee's approval of NUS as the Returning Officer for the 2024/25 Elections	LJ	16:45 5 Min	Page 30
B5)	NEW ITEM – Night Bus Funding Proposal To discuss and approve the recommendations.	CEO	16:50 5 min	Page 31

B6)	NEW ITEM – Trade Union Representative Recognition Policy To discuss and approve the new policy	LJ	16:55 5 Min	Page 35
Break – 5 mins				
Section C: Items for Report				
C1)	Subcommittee Reports – where not elsewhere on Agenda <ul style="list-style-type: none"> • Finance Committee - • Management Committee – 29 Jan 2024 • Appointments and HR – 20 Dec 2023 • Risk and Oversight – No meeting held 	NW LJ EP SS	17:05 10 Min	Page 40
C2)	Finance To receive a financial update from the ADF To receive an update on progress with the audit of the annual accounts	CEO/TC	17:15 15 min	Page 44
C3)	CEO Report To receive a confidential update from the CEO on their latest activities	CEO	17:30 15 min	Page 52
C4)	Union Council Report To receive an update from the Campaigns and Democracy Officer on the most recent Union Council	SS	17:45 5 min	Available in Board Folder
C5)	Dates of Future Meetings To note: <ul style="list-style-type: none"> • 8th April meeting to be rescheduled due to easter. Proposed new date is the 22nd April. • 30th May meeting has been removed due to CEO availability and felt there was unlikely to be pressing items. 	Chair	17:50 5 min	
C6)	Any other business No AOBs have been received.	Chair	17:55	

Confidential items for Part 2

All confidential items for this meeting can be found by clicking this link: [20240212 - 12 Feb 24 - CONFIDENTIAL](#)

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| 1. | Minutes of the last meeting; Mon 4 Dec 23. – To Approve | 5 Min | Not in Pack |
| 2. | Minutes of the Emergency Meeting; Wed 31 Jan 24 – To Approve | 5 Min | Not in Pack |
| 3. | CEO Appraisal Process (Chair) – To Discuss | 10 Min | |

Dates of Future Meetings

Mon 22 Apr 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	
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	Ongoing
4 Dec 23 3.1.b.ii	Review ToR for A&HRC and send comments to the Clerk	All Trustees	Next Board Meeting 12 Feb 24	
4 Dec 23 3.2.c.ii	Review ToR for R&OC and send comments to the Clerk	All Trustees	Next Board Meeting 12 Feb 24	
4 Dec 23 4.2.d.iii	Report back on the Risk Register	All Trustees	Next Board Meeting 12 Feb 24	
4 Dec 23 5.2.b.i	Present financial report / forecast on costs / benefits of extending lease on Water-Front	TC	Next Board Meeting 12 Feb 24	
4 Dec 23 5.2.b.ii	Review implications of living wage on Grade 3 staff.	Management Committee	Next Management Committee Meeting 9 Jan 24	
4 Dec 23 5.2.b.iv	Meet to prioritise SMT work loads	Chair & SMT	Before next meeting 12 Feb 24	
4 Dec 23 5.3	Meet to review A&HC	EP, EB & CW	Before next meeting 12 Feb 24	
4 Dec 23 5.4	Meet to review A&HC	SS, TS & IG	Before next meeting 12 Feb 24	
4 Dec 23 5.4.c	Liaise with University on operation of S&OC	TS	Before next meeting 12 Feb 24	
4 Dec 23 7.5	Raise the Water-Front & staff capacity with new CEO	CW	Before next meeting 12 Feb 24	
4 Dec 23 7.6	Decide on future of Water-Front	CEO	At next meeting 12 Feb 24	
4 Dec 23 7.7	Prepare report on costs of not extending the lease and returning Water-Front to landlord	CEO	At next meeting 12 Feb 24	

Item	Action	Responsible	By when	Update
4 Dec 23 8.6	Report on costs of Equity at Work training.	CW	At next meeting 12 Feb 24	
4 Dec 23 9.6	Read the financial papers for discussion at the next meeting	All Trustees	Before next meeting 12 Feb 24	
4 Dec 23 9.7	Consider options for cost saving partnerships with UEA and actions that could be stopped / reduced to reduce costs	All Trustees	Before next meeting 12 Feb 24	
4 Dec 23 12	Include 'Board Objectives' as an agenda item for discussion at the next meeting	Clerk	Next meeting 12 Feb 24	
4 Dec 23 14.1	Send preferred days & times of future meetings to clerk	All Trustees & Clerk	As soon as possible	