| **Description:** | Trustee Board Meeting | | |
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| **Date:** | 8th June 2022 | **Time:** | 14.00pm- 16.00pm |
| **Chair:** | Hafsa Haji | **Location:** | zoom |
| **Staff present:** | Ed Nedjari (CEO)  Irfan Zaman (Head of Membership)  Wala Osman (HR Manager)  Hafsa Haji (Welfare and Liberation Officer)  Stephen Norton (External Trustee)  George-Hakon Benson (Student Trustee)  Grace Acheampong (Hr & Admin Coordinator, minutes taker)  Eireann Attridge (External Trustee) | | |
| **Apologies:** | Lisa Ronson (Finance Manager)  Pradeep Thatai (External Trustee)  Saranyaa Goel (Student Trustee)  Lina Charafeddine (Student Trustee)  Tegan Easterbrook (Student Trustee) | | |

**Minutes**

| **Ref.** | **Item** | **Summary Points** | **Action** |
| --- | --- | --- | --- |
| **1** | **Welcome and Introductions** | The chair welcomed everyone to the trustee board meeting, and informed everyone that they have taken over from the President who has now left the organisation. They also added that in their newly elected position as President of the student union they will chair the trustee board meeting going forward |  |
| **2** | **Declarations and note any**  **possible conflict of interest** | The Chair said there are no declarations. |  |
| **3** | **Minutes from last meeting**  **and subcommittees**  **● Approval**  **● Actions Update** | Chairperson asked if there were any actions to approve and trustee’s said no. |  |
| **4** | **Declarations for any other business items** | No other business |  |
|  | **Organisational Updates** |  |  |
| **5** | **CE Report** | Recruitment : CE mentioned we haven't had a large number of applicants for some of the roles we have been advertising. Agencies are being used to boost the candidates for the comms manager role.  We have recruited a Student engagement manager as well as a Student Voice Coordinator (on a maternity cover contract). A policy adviser role will also be recruited in the upcoming days.  The student trustee asked what the plans for the student trustees are for next year. The head of membership answered that the new student trustees will be elected before the next trustee meeting which is in September.  The CE informed the group that from the looks of things there won't be any more strikes, but the issue around compensation is that not much has been done since April. The university had a deadline but they didn't meet it and now they have informed the SU once they have updates they will let us know. Students are becoming more frustrated due to no information or help in regards to their fees.  CE mentioned to the trustees that estates and the IT department haven’t been the greatest in supporting the SU. Estates would prefer for the SU to repair or pay for things when they are broken in the building and IT issues affects work on a daily basis  CE also gave updates about the cafe and ground floor development plan. We haven't received the final price that we have been waiting for from the estates team. The SU will be having contractors come on site from the 26th of july and they have estimated about 4 weeks of work, but to be sure we should allow for 6- 8 weeks of work.  During the meeting The HR manager talked about the job evaluation that managers are receiving training for.  They mention that the Job evaluation will help to give salaries based on the role and not the individual. The job evaluation will also ensure a scoring system is used when deciding the pay for a role and avoid issues where the organisation could be making decisions in different ways on pay. It was added that this new method of evaluating roles will commence for the new academic year, where employees' roles will be re-evaluated and salaries will be reviewed.  CE added that in 2016 and 2017 the leadership wanted to do the job evaluation but it became a challenge and things were not completed, so it is good to see that this time the job evaluation training will be completed and can be used in the organisation.  Our estimate is between £30 to £40k, after an estates staff member confirmed the estimate won’t be more than £40k. |  |
| **6** | **Update on strategy work and revised timeline** | The head of membership gave information about the elections. Part time and full time officer elections were done at the same time to speed things up. This was a change compared to the previous elections, as they are normally done separately.  The HoM informed the group that the new elected officers will be together in Brighton in a few weeks. They mention that election stations were only in the SU building and Library entrance due to the shortage of staff members and this had an impact on the amount of students that could get to enter their votes on campus.  The student trustee asked the HoM if there were saved records of last year's elections and if they compared both elections, would they say this year’s elections went well ? The head of membership answered that yes, records from last year’s elections are available , but both years can’t be compared as elections are always different and they depend on the number of students that are running for positions.  The student trustee also asked why the campaigns were shorter this year and lasted roughly about a week but previously they were done for a longer period. The HoM said there wasn’t an actual reason but looking across the sector, most places would campaign for a 5 days period as things need to be taken into consideration, such as time , resources that will be used by the candidates and staff.  Trustee asked if there were lectures during the election times, as some organisations find different methods such as no working day to encourage everyone to be involved. The chairperson added that the election process is a week and polls are open only during that period. As most lectures are pre recorded and online, students study whilst at home due to the online teachings. |  |
| **7** | **Employee Engagement Survey** | The employee engagement survey is a presentation that was presented in May to the staff members during the staff development day. Results were put together by using the answers staff members gave during the survey. Looking at the response rate we had 84% this year compared to previous years which were much lower.  This year out of the 84% of 49 = 41 were actual respondents, last year 26% of 42= the respondents were 11 and in 2020 38% of 45 = the number of the respondents were 17.  From the survey we were able to see what staff members enjoy about the organisation and what makes them happy to be part of the SU. From the information collected we were able to see the Flexibility that the organisation offers, is one of the most liked aspects of working in the SU.  The survey has helped us to understand that staff members need clarity on who the senior leadership is and who the leaders in the SU. With the survey results we could see how many staff members referred to their managers as the senior leadership, or only leaders they knew about. This can be a result of us not making certain information clear to staff, so this is something that will be worked on so everyone in the organisation is on the same page. The External trustee added that the survey is a good way of finding information of what staff think and feel about their workplace, and working towards the low-scoring answers will show that we value their opinion and will improve to ensure things are easier in the workplace. The Student trustee asked if there were things that have gone down compared to previous years. The HR manager infomed the trustee that although we have that information is not part of the report but the information is available to be viewed and compared to this year and the following. |  |
| **8** | **Finance Update/ Provisional budgets for**  **22/23** | CE spoke about the draft budget that has been provided by the finance manager.  On the draft budget we can see a £16k deficit , this does include a 4% cost of living increase and the other £30k we will have to look at how to cut back on certain things in the SU.  CE asked if there were any questions with his report and financial draft.  Trustee added that it's important that staff members receive a cost of living increase , so they can feel valued considering how things are increasing.  Student trustee also asked the CE if this will have an effect on the shop and especially cafe and bar prices.  CE responded that although a percentage will be added to the cost of items, it will still be the cheapest bar and cafe in the area, as the SU is aware things can’t be too expensive for students but at the same time if prices aren’t increased, there will be no profit made. Student staff will also receive a cost of living increase. |  |
|  | **Officer Updates** |  |  |
| **9** | **Sabbatical Officers Update** | Chairperson asked if there were any more presentations to be done or contributions to be added to the documents shared so far and the trustee said no.  The chair informed the group that the Student satisfaction survey was really low as students are not happy with the services that they have been receiving from the university.  Chairperson mentioned that the SU has been doing a good job in ensuring they provide support and help to the students, as students find it easier and more effective to be in contact with the su.  The new sabbatical officers will start their position from the 13th of June 2022 and as this being the last trustee board meeting until September, they will be introduced during the next meeting and the meeting was concluded by asking if there were any more questions.  CE thanked the chairperson for taking on so many duties over the last few weeks as the three sabbatical officers had left before their end time.  External trustee also thanked the chairperson and congratulated them on their new role as SU President. |  |
| **10** | **End the meeting** |  |  |
| **11** | **Any other business** | The student trustee informed them that this will be their last trustee board meeting as they are graduating. Trustees thanked them for all their contributions during the meetings and wished them luck. |  |

**Action Item**

| **Ref.** | **Action Item** | **Action / Decision** | **Action By** | **Due Date** |
| --- | --- | --- | --- | --- |
|  | N/A | N/A | N/A | N/A |