

OPEN UNIVERSITY STUDENTS ASSOCIATION**Central Executive Committee (CEC)**

24 – 26 January 2020

BOARD OF TRUSTEES REPORT

The C E C is asked to:-

- i) **note** this regular report from the Board of Trustees

1. There is a requirement under the Articles of Association for the Board of Trustees (BoT) to provide a report to the CEC at each meeting. This report is intended to provide the following:
 - a) a formal opportunity for CEC members to raise any questions arising from the minutes or other matters relating to the role of the Trustees, and
 - b) the opportunity for Trustees to raise any specific items with the CEC or report on progression of any non-routine matters.
2. The Board has met twice since the last report, on 14 October and most recently on 6 December 2019. The October meeting minutes can be found [here](#). At the time of writing, the December meeting minutes are being finalised.
3. Interviews were held for the two vacant External Trustee positions over 25th and 27th November. Allan Blake was offered the position of External Trustee and potential Chair of the BoT, subject to formal approval by CEC. He was in attendance to observe the December meeting of the Board of Trustees. At the time of writing CEC members are considering on their forum the formal recommendation to appoint Allan. He has a wealth of experience from a long and varied career across the public and commercial sectors as well as experience as both a Trustee and as a Chair of a Board of Trustees. Allan will also be attending the annual dinner, giving him an opportunity to meet members of the CEC. Unfortunately, Trustees were not able to appoint to the second vacancy for an External Trustee with financial management skills. The advert has been re-opened to the end of January 2020 and there is positive interest at the time of writing.
4. Two CEC observers were in attendance for the December Meeting, Fanni Zombor, VP Media and Campaigns and Matt Porterfield, FAR FBL. More CEC observers are scheduled to attend the next two BoT meetings.

5. Having received further advice from our legal advisors, Trustees discussed and approved recommendations made in relation to safeguarding and implementing DBS checks for certain volunteer roles. Trustees also discussed and approved communications to ensure that those who needed to know were informed about the changes and a separate communication was made on the CEC forum. We are now in the process of convening and formally introducing a Safeguarding Panel, which includes 3 Trustees (one each from the categories of Officer Trustee, Student Trustee and External Trustee); a member of the University's Students in Secure Environments team and the Chief Executive or a Deputy Chief Executive.
6. Draft Shared Services Agreements between the Association and OUSA Services Ltd (OSL) and the Association and OUSET were presented and reviewed by Trustees. This work was undertaken as part of tying up the incorporation process, where the due diligence work had identified the need for formal agreements documenting the arrangements and provision of staffing services and resources with both entities. Following feedback from the Trustees and further advice around data protection elements from the legal advisors, final draft versions have been prepared and are due to be presented to Trustees for formal approval on their online forum shortly.
7. Changes to the Bank Mandate were approved, these were to update the list of management staff of the Association following recent changes. The regular finance report was discussed, and a budget review will be taking place during January 2020 as we look to the second half of the current financial year and draw together our plans for subvention negotiations. Two Trustees, Claire Wallace and Cinnomen McGuigan, offered assistance with two further pieces of work that will happen shortly. Claire offered to help with re-examining the current coding structure for our Finance report and Cinnomen with reviewing the expectations of societies in terms of their financial record keeping and submissions back to the Association.
8. Trustees were updated on the industrial action which took place over 8 days from 25 November to 4 December. Discussions between UCU and the Employer representatives of USS continue at a national level and Trustees will remain updated as they progress.
9. Online, Trustees fed comments into a draft Safeguarding policy. Trustees also had the opportunity to feed into the Culture Review.
10. We will shortly be commencing a tender process to procure the services of a Data Protection Officer (DPO). This development has been triggered as we have been advised that the Association are unable to share the OU's DPO service as first hoped and intended. Three Trustees, John Paisley, Kirsty Lamb and Caroline Cowan have volunteered to help with the specification and shortlisting process.
11. The Remuneration Committee are currently carrying out a piece of work in considering the remuneration for the President and Deputy President roles in time for the 2020 elections. They will be making their recommendations to Trustees at the next meeting on 7 February with a view to arrangements being in place for the opening of the elections period.

12. Staffing Matters: Dan Moloney was appointed as our Policy and Public Affairs Manager on an initial 12-month contract and joined the team on 2 December. Ellie Broad, Projects Officer (Student Community) left the Association on 15 November 2019 and following a successful recruitment process, Lara Munday was offered the position and is due to start on 20 January. Ryan Cragg, who filled the Operations Team Supervisor role on a 6-month contract while Joel McBrearty is on secondment will be leaving on the slightly earlier date of 7 February to travel to Australia. Sam Harding, Head of Student Voice, has resigned from her position and left the organisation on 7 January 2020.
13. The next scheduled face-to-face meeting of the Board will be held on 7 February 2020. There will be several major items being considered at the meeting, including the outcomes of the Culture Review; the implementation plan and performance management of the new strategy; and finally the recommendations from the Remuneration Committee on the remuneration of the President and Deputy President for the 2020-22 term.

Rob Avann
Chief Executive