

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

16 – 18 April 2021

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 met on 11 February 2021 via Microsoft Teams. The meeting minutes can be found via the link [here](#). Trustees welcomed the newly elected Student Trustee, Selina Hanley, who was attending her first Trustee meeting since being elected in the by-election.
3. Due to the ongoing COVID-19 restrictions, the Trustees approved changes to the Contingency Leave procedure for staff.
4. Trustees were presented with the Strategy Performance Report and were made aware of the challenges that capacity and workloads continue to cause. This has resulted in difficulties getting some projects off the ground. Trustees also approved the recommendation to pause strategy 9 in order to re-scope the project.
5. The Head of Operations reported to the Trustees that following the closure of OUSA Services Limited, a new governance structure was needed to support the trading activities which are now run under the OU Students Association. A Working Group has been set up and its draft Terms of Reference were brought to the Trustees for approval. Trustees approved the Terms of Reference.
6. The Finance report was introduced to the Trustees and detailed the projected surplus at the end of the year. Due to decreasing bank interest rates and our increasing reserves, a working group was formed to draft a revised investment

policy and decide on the balance of risk and rewards for recommendation to the Board. External Trustee Mark Price, Student Trustee John James and Matt Porterfield, VP Administration, agreed to be on the working group and they will bring a draft policy back to Trustees at a future meeting.

7. Trustees welcomed the Appointments Committee quarterly report. This was the first such report sent to the Board of Trustees following approval of the new arrangements at the previous meeting.
8. Following ongoing discussions between the Association and Athabasca University Students Union, Trustees approved the Memorandum of Understanding following endorsement by the CEC at the last meeting.
9. Trustees were updated on the work of the Equality, Diversity and Inclusion (EDI) Working Group and considered a request to form a new sub-committee dedicated to this work. Trustees were concerned that the governance review was also in progress and wanted to await the recommendations from this as well as considering a full Terms of Reference for proposed committee. The Terms of Reference for the Committee will now return to the EDI Working Group for further consideration before being proposed for approval by the Trustees. The EDI Working Group will continue their great work in the meantime.
10. The revised OU/OU Students Association Relationship Agreement, previously endorsed by the CEC, was approved. The University's Council subsequently also approved the revised version.
11. The revised Privacy Policies, Data Protection Policy and Records Retention Policy were shared with the Trustees on the forum and were also posted on the website. Contact details for DataRep have also been uploaded to the website. The Association have appointed DataRep to provide representation to our EEA residing members, should this be required now that the UK is no longer a member of the EU. We continue to work with our Data Protection Officer (DPO) at Hope & May on all elements of our GDPR compliance.
12. Staffing matters: Andrew Evans, Digital Communications Optimisation Officer joined the team on 22 February and is settling in well. Amy Undrell, Projects Officer (Student Community) is currently on maternity leave but following a successful interview she was appointed as Student Advisor (the role which deliver our individual representation pilot service. She will begin her new role as of Monday 10 May. Following strong interviews for both of the new Director (senior management) positions, Dan Moloney, Policy and Public Affairs Manager was appointed as Director of Engagement and Beth Metcalf, Head of Volunteering and Representation was appointed as Director of Membership Services. Both are due to commence in their new roles as of 1 April, which is also the date that Alison Lunn will begin her new role as Head of Finance and Resources. The Chief Executive offered his gratitude to Alison for her patience and support during this period. Leanne Quainton, Head of Executive Support and Staff Welfare left for her maternity leave on 12 March and Gabby Cull has stepped up into her new role as Head of Executive Support and Staff Welfare and will continue in this role until Leanne returns from maternity leave. James Phillips, Media and Projects Officer is back to his usual part time hours of 3 days a week, following a short term increase in hours to help the Digital Communications team whilst they recruited someone for the position of Digital

Communications Optimisation Officer. We are grateful for his commitment and help during this time. Myles Smith-Thompson, Projects Officer (Student Support) left the Association on 3 February and has since started his new role with the OU. Reiss Miller is providing some cover for the Student Support team one day a week on specific EDI work. Sam Kenealy left the Association on Friday 19th February. Wendy Burrell (Deputy Chief Executive, Staff and Student Engagement) officially retired on 26 February following a long employment with the Students Association. She will be greatly missed but we wish her well in her next life chapter.

Further recruitment for a number of vacancies is underway. We have recently started the search for cover for Gabby's role; recruitment for a part-time Volunteering and Representation Administrator is underway at the time of writing. Recruitment for the Head of Volunteering and Representation position is scheduled to start at the end of March and will close on 7 April. Discussions are ongoing regarding the soon to be vacant Policy and Public Affairs Manager position.

Staff are to continue to work from home until at least the end of July 2021 and we're currently consulting staff on the longer term arrangements for our future work. The Coronavirus Contingency Group continues to meet to discuss recovery planning in line with Government guidance and in dialogue with the University's pandemic response team.

13. The next Board of Trustees meeting will be held on Thursday 6 May.

Rob Avann
Chief Executive