

OPEN UNIVERSITY STUDENTS ASSOCIATION

Central Executive Committee (CEC)

19 - 21 July 2019

BOARD OF TRUSTEES REPORT

The C E C is asked to:-

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

1. There is a Constitutional requirement for the Board of Trustees (BoT) to provide a report to the CEC at least four times per year. 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 BoT last met on 10 May 2019 where the three newly elected Student Trustees, Cinnomen Mcguigan, John Paisley and Adelaide Ribaud all attended their first BoT meeting. The meeting minutes can be found [here](#).
3. At the meeting, the BoT received an update on the incorporation process and the work underway to meet the transfer date of 1 August 2019. Trustees initiated the process of holding appraisals for the Chief Executive, President and Deputy President with Student Trustee, Cinnomen McGuigan leading the process. Trustees also approved the revised policy for inviting observers to CEC meetings.
4. Trustees agreed a proposal to review how OU Students Association Groups are run, supported and structured that will look at bringing Groups in-line with each other and following approved guidelines and procedures.
5. The amendments to the Volunteer Policy were not approved because further review was required. A suggestion for an Editorial Team was proposed as a service for CEC and staff members to check any articles/papers for accuracy before being published. Implementation of this is underway.
6. Trustees received the Association financial report and the proposed budget for 2019-20. . They agreed to donate £100,000 to OUSET from the organisation's reserves. The budget for 2019-20 was discussed and approved. This budget also allowed for the two members of staff on fixed term contracts to be made permanent and for future recruitment for a member of staff dedicated to External

Affairs and a part-time Administrator to join the newly-established Executive Support and Staff Welfare team. They discussed the allocation of CEC expenses and agreed that individual allocations would be retained plus an introduction of a discretionary pot. Due to 2019-20 being a Conference year, a reduced budget of £15,000 of discretionary funds was approved on the premise that it can be topped up to the previous year's allocation of £40,000 from reserves if it is required.

7. External Trustee Andrew Hulme had announced that he would be stepping down from the BoT following the end of his term of 31 July 2019. Andrew has been an External Trustee for the last 5 years and has brought a wealth of knowledge and expertise to the Board in that time so will be missed. This means that there are two External Trustee positions to fill, one of those intending to be the Chair of the BoT. It is intended to have recruited for these positions by the next Trustee meeting in October.
8. Adelaide Ribaud volunteered to fill the vacant Student Trustee position on the Remuneration Committee. The Committee are due to meet at the end of July and are currently working on a salary benchmarking exercise in relation to the Senior Management Team. A recommendations report is due to be presented to Trustees in October.
9. The new Company has subsequently been formed as part of the incorporation process and Trustees met for their first meeting as a Board of Directors for The Open University Students Association Ltd on 13 June 2019. At the meeting they agreed a number of legal aspects to enable the new company to function including confirming the Chair, confirming the nominations to Committees and confirming the intention to transfer all assets, liabilities and employees to the new body.
10. Following discussion at the April CEC meeting, a revised proposal was put to Trustees online to request further discretionary funding to increase attendance at the Volunteer Recognition event. The proposal was approved.
11. Staffing Matters: Sue Maccabe and Tracey Bates have both been made permanent. Sue Maccabe's role title is now 'Strategic Projects and Change Coordinator' and she has joined the staff Management Team. Beth Metcalf, Head of Student Volunteering, has reduced her weekly working hours to 32. Two new staff members have joined the Digital Communications team, Leah McDougall as the Digital Communications Optimisation Officer and Sam Kenealy as Digital Communications Officer who has joined on a 9-month fixed term contract.. Rebecca Coster has joined the Student Voice team as Research Assistant on a part time, fixed term contract covering Beverley Woodbridge's maternity leave. After a round on interviews on 18 June, Diane Woodford has been appointed as Finance and Resources Assistant and is due to start at the end of July. All employees are currently undergoing a TUPE consultation with a view to transfer on 1 August 2019 to the new charitable company limited by guarantee.
12. The next scheduled face-to-face meeting of the Board will be held on 14 October 2019.

Rob Avann
Chief Executive