

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

2 – 4 October 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 met on 24 July 2020 via Microsoft Teams. The meeting minutes can be found [here](#). The incoming Trustees were in attendance, observing the last BoT meeting of the current term before they started in their roles from 1 August 2020.
3. Following endorsement at the CEC, Trustees viewed the prototype performance management report for the OU Students Association Strategy. Trustees approved the template and approach as a clear and easy to understand method of reporting which will be reviewed over time.
4. A draft invitation to tender for a review of the Association's Governance was presented to Trustees on behalf of the Culture Review Implementation Group. This has been drafted for feedback with the view to invite a number of charity consultants with specialisms around governance to submit proposals against the specification contained in the document. This would help the selection panel to choose a suitable provider and commence the work. Trustees tasked the Implementation Group to add further detail into the document around the requirements and a revised version has since been put into the BoT Forum for online approval by the new Board. This is ongoing at the time of writing.
5. Trustees approved the designation of £25k for work arising from the Culture Review out of the surplus from the 2019-20 budget. This will be used towards the Governance Review and other culture projects. The 2020-21 budget, a

revised Reserves Policy and updated Investments Policy were all approved with minor changes made. This document will now be featured in the Annual Accounts for 2019-20 which are due to be reviewed at the next Board of Trustees meeting in October 2020.

6. An update on the financial position of OSL and the process for winding up the company was received, and approval was given for the draft closure and transfer agreement provided by the Association's legal advisors, Stone King and external auditors, James Cowper Kreston. The Chair, Allan Blake and External Trustee, Mark Price were approved to review the final version of the Deed and execute it on behalf of the Trustees of the Association in due course.
7. The Chair thanked all the outgoing BoT members for their service and their commitment to the Association over the last 2 years and wished them well for the future.
8. On the forums, Trustees were sent a copy of the All-Party Parliamentary Group (APPG) on Students report on reforming student finance, which featured two comments from the (now) immediate past President.
9. Trustees were updated on the changes to the Volunteering and Representation team and the proposed recruitment timescales for the new roles.
10. The finalised individual representation business case was shared for information and we were subsequently able to share the fantastic news that the funding had been approved by the Open University, subject to a few minor alterations to the business case and an extended term for the pilot. The BoT gave their thanks to Sue Maccabe and Cath Brown who compiled the business case. More information on the plan for implementation will go to the Trustees in due course and work is ongoing on this at the time of writing.
11. Companies House accepted the application to remove the word "Limited" from our company name, a change that had only previously been required as part of the incorporation process.
12. New Trustees were invited to attend the NCVO Charity Trustee Induction Training being held in November.
13. Student Trustee, Barbara Tarling was elected as the Trustee Member on the Appointments Committee.
14. Staffing Matters: Following the restructure of the Volunteering and Representation Team, an internal recruitment process was undertaken for the new Senior Volunteering and Representation Officer. Allan Musinguzi was successfully appointed and started in the role from 1 August. Recruitment is currently underway to fill his now vacant role of Volunteering & Representation Officer. This is due to close on 18 September with interviews due to take place in early October. A huge response was received to the Events and Projects Officer role with over 100 applications being received. Reiss Miller was successfully appointed and joins the team on 22 September. Sam Kenealy's contract was extended to 31 December to cover the part-time Volunteering and Representation Administrator role on a temporary basis, which he now job-shares with Tracey Bates. A full recruitment process for the role will take place

at the end of the year for the permanent position. James Phillips, Media and Projects Officer in the Digital Communications team temporarily increased his part-time hours over the summer, in order to give the team greater capacity while the Head of Digital Communications split her time between working and taking contingency leave for caring responsibilities.

Trustees approved an extension of Pandemic Contingency Leave to Friday 18 September in line with the University. However, all staff using the Pandemic Contingency Leave returned to their normal hours from 1 September. Jess Smith and Pete Turner have reverted to their job share hours as Head of Student Community. Lovely news for Amy Undrell who is expecting a baby in November. Discussions are underway for the arrangements for her maternity cover. All staff continue working from home until the end of 2020. Our team Coronavirus Contingency Group is currently meeting to consider options for 2021 in line with Government guidance and in dialogue with the University's pandemic response team.

15. The first meeting of the Board for the 2021-22 term will be held on 15 October 2020. The rest of the meetings for the term have now been agreed in line with the CEC schedule of meetings.

Rob Avann
Chief Executive