

**OPEN UNIVERSITY STUDENTS ASSOCIATION  
BOARD OF TRUSTEES (BoT)  
3 November 2020**

**MINUTES**

Minutes of the online meeting of the Board of Trustees (BoT) held on 3 November 2020 at 2pm via Microsoft Teams.

**PRESENT**

Allan Blake, External Trustee and Chair  
Aidan Cameron, Student Trustee  
Ian Cheyne, Deputy President  
John James, Student Trustee  
Sarah Jones, President and Deputy Chair  
John Paisley, Student Trustee  
Matt Porterfield, Vice President Administration (except items C and 1)  
Mark Price, External Trustee  
Barbara Tarling, Student Trustee (except item 1)  
Claire Wallace, Student Trustee (except item 1)

**IN ATTENDANCE**

Rob Avann, Chief Executive  
Mark Burnett, Data Protection Officer, Hope & May (item 2)  
Wendy Burrell, Deputy Chief Executive (Student & Staff Engagement)  
Alison Lunn, Deputy Chief Executive (Finance & Resources) and Company Secretary  
Beth Metcalf, Head of Volunteering and Representation (items B and 1)  
Leanne Quanton, Head of Executive Support & Staff Welfare (minutes)

<p><b>SECTION A: INTRODUCTORY ITEMS</b></p>
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**A. WELCOME**

A.1 The Chair welcomed the Trustees to the November meeting of the Board of Trustees, which had been arranged as an additional meeting to discuss a number of items.

**B. APOLOGIES FOR ABSENCE**

B.1 Annabel Lane, External Trustee

**C. SESSION WITH THE APPOINTMENTS COMMITTEE**

C.1 This item was of a confidential nature and has therefore been reserved to the confidential section of the minutes.

## SECTION B: ITEMS FOR DISCUSSION AND POSSIBLE DECISION

### 1. APPOINTMENTS COMMITTEE

- 1.1 This item was of a confidential nature and has therefore been reserved to the confidential section of the minutes.

### 2. DATA PROTECTION REPORT

- 2.1 Mark Burnett, the Association's appointed Data Protection Officer (DPO) from Hope and May was in attendance to present his report following his audit carried out over the Summer on the Associations' policies and documentation of its data protection approach and processing activities.
- 2.2 Mark acknowledged that the overall impression was that the Association had good standards in terms of compliance and the report highlighted the main areas for improvement and development over the coming months. Work will be undertaken to update the main data protection policy, retention periods, supplier relationships, creating enhanced guidance around the Groups and Societies and updates to the GDPR Steering Group action plan. Mark had also started to build relationships with the OU's own Data Protection Officer.
- 2.3 The Chair asked about the main risks to the Association in terms of data. The main area for caution was any activity that involves the collection of special category data e.g. religion and disability, therefore the Association is required to be mindful of this. The other note of caution was around the lawful grounds for processing and interaction with the OU. There was some concern about the interface between the OU and the Association and the point that data is shared and the conditions that are applied around that. Working with the OU's DPO will help to clarify this.
- 2.4 A query was made about the additional risk from staff working from home. Mark advised it did create a few risks in terms of logging on remotely as well as the physical issues of processing sensitive data and family members being present. The Deputy Chief Executive (Finance & Resources) reassured Trustees that most staff have OU built laptops that enables them to securely access the OU servers from home and for those staff that continue to use their own devices, these must be secured by the University. Guidance is also circulated to staff to ensure they are keeping data safe whilst working remotely. An issue was raised around student representatives downloading information to their personal devices as opposed to receiving hard copies as they would if attending a meeting in person, and whether any advice has been given to them to ensure they are handling data and sensitive information correctly.
- 2.5 **ACTION:** The Deputy Chief Executive (Finance & Resources) to investigate further and get clarification around whether this would be an OU or Association responsibility. To be added to the action plan.
- 2.6 **RESOLUTION:** Subject to addition, the action plan was approved for the GDPR Group to progress.

- 2.7 **RESOLUTION:** Trustees agreed for the GDPR Group to report to the BoT annually but anything for Trustees' attention in-between times can be brought to a meeting or discussed in the forum.
- 2.8 **RESOLUTION:** The GDPR Steering Group Terms of Reference was approved.
- 2.9 The Chair thanked Mark Burnett for attending the meeting and the work carried out to date.

### 3 SENIOR MANAGEMENT RECRUITMENT

- 3.1 This item was of a confidential nature and has therefore been reserved to the confidential section of the minutes.

### 4 STAFF HANDBOOK

- 4.1 The Head of Executive Support and Staff Welfare and Deputy Chief Executive (Student and Staff Engagement) brought the updated Staff Handbook for Trustees approval, highlighting that extensive work had been undertaken to update the Handbook which was now a more concise, useful and comprehensive document for staff to use. RSM, the Association's HR advisors, had been commissioned to update the policies in line with recent HR legislation updates and to recommend any changes and revisions that were required. The review also included a comparison exercise with the OU's HR policies and procedures to highlight areas that differed from our own in order for us to decide whether we wanted to bring our paperwork into alignment. Lastly, they were commissioned to draft new policies around homeworking, agile working and a new procedure for dealing with overtime for the management team.
- 4.2 A Trustee highlighted an omission in the Equal Opportunities Policy. An amendment was agreed and will be actioned.
- 4.3 It was suggested to keep the long service award of 25 years as well as recognising 10 years for those that do achieve this milestone.
- 4.4 Trustees agreed that it was a clear, comprehensive document and congratulated the team on a good piece of work.
- 4.5 **RESOLUTION:** Subject to the amendments agreed, Trustees approved the updated Staff Handbook.

<b>SECTION C: ITEMS FOR INFORMATION</b>
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### 5. ANY OTHER BUSINESS

- 5.1 None recorded.

### 6. DATE OF NEXT MEETING

11 February 2021, 1pm – 4pm via Microsoft Teams.

Discussions will continue online in the meantime.

<b>Action Log</b>		
<b>Item in the Minutes</b>	<b>Action</b>	<b>Action holder</b>
2.5	Data Protection: Investigate the issue of student representatives downloading data onto personal devices for Committee meetings. Issue to be added onto Action Plan.	Alison Lunn
4.5	Minor amendments to the Staff Handbook.	Leanne Quainton and Wendy Burrell