Minutes of the Board of Trustees Meeting held on Monday, 22nd June 2026 at 4.00pm held in Media Factory Building, Room ME317.

Members Present:	Avery Greatorex (Chair/Union Rep) Dani Beckett (Deputy Chair/External Trustee) David Lo (External Trustee) (online) Chak Yee (Union Rep) Camilla Duncan (External Trustee) (online) (partially attended) Abigail Beavan (Union Rep) Laura Kenny (Student Trustee)
Guests:	Stef Hartley (Chief Executive) Graham Wright (Director of Finance & Services) Hannah Mason (Director of Membership Voice) Alicia Cartwright (incoming Union Rep as an observer) Adam Smith (incoming Union Rep as an observer) Emma-Louise Parker-Dalley (incoming Union Rep as an observer) Tahseen Fatima (incoming Union Rep as an observer) Steve Coole (Coole Insight Limited) (partially attended) Doreen Walker (Executive Assistant) (minute taker)

BT26.115	**Meeting Administration**	**Action**
	1.1 Apologies for Absence	
	Apologies for absence were received from Arjun Kaur. There were no apologies received from Molly Martin.	
	1.2 Declaration of Conflicts of Interest/Register of Interests	
	There were no conflicts of interest declared.	
	1.3 Declaration of Student Status	
	AG, CY, AB and LK confirmed they remain students.	
	1.4 Minutes of Previous Meeting	
	The minutes of the meeting held on the 20th April and the Extra-ordinary meeting held on the 29th April were approved as true and accurate records.	
BT26.116	**Actions from Previous Meeting**	
	2.1 Pension Deficit new valuation – GW to chase and send the pension deficit new valuation to the auditors (min 2.1)	
	Pension deficit valuation to be addressed during next year's audit process; action closed.	
	2.2 DW to arrange email accounts for external Trustees (min 2.5)	
	External Trustee email accounts established; action closed.	
	2.3 Trustee recruitment proposal and timeline (min3.4)	
	HM advised that the recruitment timeline will be developed and shared with members following the meeting. The item remains ongoing.	**HM**

	2.4 Advice Service Plan presentation to be circulated to Trustees (min 3.9)	
	HM confirmed that the Advice Service Plan presentation will be circulated to Trustees following the meeting. The action remains ongoing.	**HM**
	2.5 DB to share reasonable adjustments document with SH used by her organisation (min 3.10)	
	Reasonable adjustments document shared with SH; action closed.	
BT26.117	**Reports**	
	Strategy, Project and Impact	
	3.1 Impact & Annual Report	
	HM and SH presented the draft report, highlighting significant achievements including: • Net Promoter Score doubling. • Increased society participation. • Progress towards the Mental Health Charter. • Improved University survey results. • A 22% increase in awareness of representative roles. Trustees noted that approximately 50% of respondents identified as SU members and agreed further work was needed to improve understanding of membership. No significant declines in survey results were reported. **Action:** HM to circulate survey results and provide a more detailed report at the August meeting.	**HM**
	3.2 Impact Measurement Framework	
	Steve Coole attended the meeting to present the Community Organising Impact Interim Report. Trustees discussed the findings, including challenges around communication, evidencing impact and embedding the community organising model. Questions were raised regarding broad-based organising and future priorities. Trustees agreed that the report's recommendations should inform planning for the coming year. **Action:** SH to develop an action plan in response to the report's recommendations and present this at a future Board meeting.	**SH**
	3.3 Reserves Policy	
	GW presented the revised Reserves Policy, which incorporates the Union's financial risks and income streams. The policy proposes an aspirational reserve target equivalent to one month's operating costs (approximately £170k). **Resolved:** The Reserves Policy was approved.	
	3.4 Safeguarding Policy	
	SH presented the revised Safeguarding Policy. Following the departure of Emma Sims, CD volunteered to become Trustee Safeguarding Lead. Trustees also discussed any potential implications of emerging social media legislation.	

		Resolved: The Safeguarding Policy was approved and CD appointed Safeguarding Lead. **Action:** SH to review any safeguarding implications arising from changes to social media legislation.	**SH**
	3.5	Freedom of Speech Policy	
		SH presented the Freedom of Speech Policy and advised that, whilst it is currently reviewed every three years, it would be more appropriate for the policy to be reviewed annually or as required. DB suggested that Trustees be included within Section 9 (Responsibilities), including External Trustees. It was also agreed that Section 5 (External Speaker Process) should state: "We aim to get back to you within five working days." **Resolved:** The Freedom of Speech Policy was approved subject to the agreed amendments. **Action:** SH to update and recirculate the policy.	**SH**
	3.6	Framework for Building Social Enterprise Strategy	
		SH presented a report on developing a social enterprise, which forms part of her Level 7 Senior Leadership Apprenticeship project to address a strategic organisational challenge. AB asked what impact the proposed reduction in staff hours during the summer months may have on the project and wider operations. SH advised that the implications are still being considered and further work is required. **Action:** SH to bring options and recommendations for consideration at the August Board meeting.	**SH**
	3.7	CEO's Report	
		SH presented her report and raised concerns regarding the Students' Union's partnership with Citizens UK, noting that the annual cost of approximately £10k did not appear to be delivering sufficient value. DB requested further information on the return on investment and what support Citizens UK could provide over the coming year. As the Citizens UK organiser had been on long-term sick leave, SH was unable to provide this information at the meeting. Trustees agreed that the current arrangement should be reviewed to assess value for money and consider alternative options. **Action:** SH to review the Citizens UK partnership, assess the value and services provided, and explore alternative options, including a potential tendering exercise.	**SH**
	3.8	Union Rep Final Progress Reports & Handover Plans	
		The Union Representatives presented their reports, which were taken as read. AB advised that she is preparing handover notes for the incoming representatives. CY reported positive progress on the bursary and complaints campaign, and AG updated Trustees on her preparations to take up her new role with the National Union of Students (NUS).	

	Trustees noted the reports and thanked the representatives for their contributions throughout the year.	
	Finance	
	3.9 Financial Update	
	GW presented the management accounts and reported a current surplus of approximately £60k, with the Union performing £68k ahead of budget due to lower-than-anticipated expenditure and staff vacancies. Current forecasts indicate a year-end surplus of around £80k, placing the Union in a strong financial position. GW proposed that £15k–£20k of the surplus be invested in the Union Café to support future development and income generation, with the remainder retained within reserves. Trustees supported the proposal. **Resolved:** Trustees noted the financial update and approved the use of £15k–£20k of the forecast surplus for investment in the Union Café.	
	3.10 Pay Review	
	This item was considered confidential and all non-Trustees left the meeting for its discussion. The matter was discussed under a separate confidential minute. **Resolved:** Recorded under a separate confidential minute.	
	3.11 Increasing Credit Card Limit from £10k to £20k	
	GW requested approval to increase the corporate credit card limit from £10k to £20k to provide greater flexibility for operational purchases. Trustees were satisfied that the increase was reasonable and appropriate. **Resolved:** Trustees approved the increase in the corporate credit card limit from £10k to £20k.	
	Governance & Risk	
	3.12 Appointment of Director for 53 Degrees Events Limited	
	GW advised that, following the departure of Jon Russ, a new Director was required for 53 Degrees Events Limited, a subsidiary of the Students' Union. GW proposed the appointment of SH as Director. **Resolved:** Trustees **approved** the appointment of SH as Director of 53 Degrees Events Limited. **Action:** GW to ensure the necessary company records and documentation are updated.	**GW**
	3.13 Revised SU Representatives Code of Conduct	
	SH presented the revised SU Representative Code of Conduct, which had been benchmarked against guidance from NUS and other Students' Unions. Trustees were satisfied that the document reflected appropriate expectations and standards for representatives. **Resolved:** Trustees approved the revised SU Representative Code of Conduct.	

	3.14 Trustee Recruitment for an External Trustee/Board Structure	
	Trustees discussed the recruitment of a new External Trustee. CY questioned whether appointing an additional External Trustee could create further challenges for Board quoracy, given the need to recruit and retain more Student Trustees. Following discussion, Trustees agreed that the additional skills and experience an External Trustee could bring would be beneficial to the Board. **Resolved:** Trustees approved the recruitment of a new External Trustee. **Action:** DB and SH to progress the recruitment process and identify the skills and experience required	**DB/SH**
	3.15 AMM Proposals – Response from Trustees	
	HM presented the proposed Board responses to motions passed at the Annual Members' Meeting (AMM). Trustees reviewed the responses and agreed that they accurately reflected the Board's position, subject to a minor amendment to the fourth response. **Resolved:** Trustees approved the responses, subject to the agreed amendment. **Action:** HM to amend the fourth response and publish the approved responses on the SU website.	**HM**
	3.16 Policy Review Schedule	
	The Policy Review schedule was noted.	
	3.17 Risk Register	
	The Risk Register and red risks were noted.	
	3.18 Update on CEO's Annual Development Review/Objectives	
	DB advised that she and AG had recently met with SH to discuss her objectives and priorities for the forthcoming year. Clear objectives were agreed to support both SH's development and the strategic aims of the Students' Union. **Action:** DB to present a summary of the agreed objectives at the next Board meeting.	**DB**
	3.19 Trustee Code of Conduct Annual Review	
	SH presented the annual review of the Trustee Code of Conduct. No amendments were proposed following the review. **Resolved:** Trustees noted the review and agreed that no changes were required to the Code of Conduct.	
	People & Resources	
	3.20 People Report	
	The People Report was presented and taken as read. Trustees noted the report and commended staff on their achievements during what had been a challenging year. **Resolved:** The People Report was noted.	

BT26.118	**<u>Any Other Business</u>**	
	4.1 Confidential Paper for Trustees only	
	This item was deemed confidential and all non-Trustees were asked to leave the meeting for its consideration. **Resolved:** The matter was discussed under a separate confidential minute and will be recorded in accordance with the Board's confidentiality procedures.	
	4.2 Goodbye to this year's Union Representatives	
	It was noted that this was the final Board meeting for the outgoing Union Representatives. On behalf of the Board, DB thanked AG, CY and AB for their commitment, contributions and support throughout their terms of office and wished them every success in their future endeavours. **Action:** DW to arrange individual one-to-one meetings with the incoming Union Representatives as part of their induction to the Board.	**DW**
BT26.119	**<u>Dates of Future Meetings</u>**	
	Mon, 3rd Aug – 4-7pm	