INTRODUCTORY ITEMS

A. WELCOME

The Acting President welcomed Trustees to the meeting.

B. APOLOGIES FOR ABSENCE

Rob Avann, General Manager (Secretary)
Chris Pane, President

C. MINUTES OF PREVIOUS MEETING AND MATTERS ARISING

C.1 The Minutes (BoT 11/16/M) from the meeting in November were approved.

C.2 Matter arising on point 3.0 Incorporation from the previous minutes: The Acting President highlighted that at the last meeting, the President had requested information on an additional model for Incorporation in addition to the two recommended options that had been put forward by Stone King, the Company Limited by Guarantee (CLG)
and Charitable Incorporated Organisation (CIO). As requested, Stone King provided information about the suitability of a Community Benefit Society (CBS) although suggested that the CLG or CIO models remained the better and more practical options for the Association.

C.3 RESOLTUTION – Trustees approved that the Association will adopt the CLG (Company Limited by Guarantee) structure for the Incorporation process. The General Manager will now progress this piece of work.

1. REPORT FROM THE GENERAL MANAGER/SECRETARY

1.1 The Deputy General Manager advised she had been covering the role of General Manger in the General Managers four weeks’ paternity leave absence and that he was due back on 27 February 2017. She outlined the contents of the paper advising that the purpose of this item was to record up any matters that had been dealt with online since the last meeting and any for information purposes.

1.2 Negotiations continue in the subvention discussions for a funding framework for 2017-20. On the OU’s request, the Association had produced a proposal that detailed three options for growth over the next three years; a status quo option that would include any inflation growth; a middle ground funding option with some growth for staffing and particular projects; and a third option that would include funding for all anticipated projects. After consideration the OU approved the status quo option but has asked for a separate funding bid for the top priorities from the second option. The General Manager and VP Administration will present the bid at the next subvention meeting on 9 March once the General Manager has returned.

1.3 The Deputy General Manager touched on the recent funding requests that had taken place on the forum. Trustees agreed that a criteria and process is needed for requesting discretionary funds to enable them to make informed decisions about how the resources are spent. Discussions will continue online.

1.4 Updates on the OU’s decision not to be part of the TEF (Teaching Excellence Framework) were reported as well as an update on the OU Redesign Project.

ITEMS FOR REPORT OR ENDORSEMENT FROM THE CEC

None to report

ITEMS FOR DISCUSSION AND POSSIBLE DECISION

2. WEBSITE REDEVELOPMENT

2.1 Paul Severn, Digital Comms Officer (Technical) was in attendance at this part of the meeting to give an overview on the plans for the new OU Students Association website that would also incorporate a student database. The proposal had been presented to the CEC who had been in agreement that an external supplier was best
placed to successfully deliver the project. The current website on the OU’s infrastructure no longer fits the Associations requirements and has limited functionality with development being low priority within the OU. After gathering comments and feedback from the CEC, it had been agreed that Gravit-e Centric Ltd, the supplier of the OU Students Shop was the preferred operator. They provide significant expertise and knowledge of the organisation as well as offering cost savings.

2.2 Paul highlighted that the budget has already been approved for the works but directed Trustees to the anticipated costs for their information. Trustees supported the plans for the membership website and the costs involved to deliver it.

3. VOLUNTEER RECOGNITION EVENT

3.1 Beth Metcalf, Head of Student Volunteering was present to continue the forum discussion on her proposal for discretionary funding to hold a Student Recognition Event that would be an opportunity to thank, recognise and inspire volunteers.

3.2 Mixed views had been received in the forums over whether this was a suitable use of Association funding and a lengthy debate continued in the meeting. Beth reiterated that the event would include volunteer training with careers involvement as well as social media workshops. There will be networking opportunities to allow volunteers to meet with each other sharing experiences and best practise and would be concluded with a celebration dinner in the evening. The event is intended to assist in recruiting more volunteers while at the same time ensuring our volunteers are motivated, committed and valued. An online element would take place for those unable to attend.

3.3 Beth reported that funding for the event had since been found from an alternative internal budget code therefore withdrew the request for the discretionary funding although asked the BoT to support the event before plans progress any further.

3.4 A Trustee felt strongly about the possibility of resentment that this event could cause to those not able to attend and felt that all active volunteers should be given the opportunity to come. It was also felt that more emphasis should be put on the training opportunities available on the day which should be the main focus of the event.

3.5 ACTION & RESOLUTION: Trustees supported the event with the emphasis of the day being on training and on the condition that all engaged volunteers are given the opportunity to attend. Beth to redraft the proposal and put into the forum for information. If numbers increase from the 100 anticipated then Trustees approved the use of discretionary funds to cover the additional cost.

4. OU STUDENTS ASSOCIATION MATTERS

4.1 This discussion was of a confidential nature and has therefore been reserved to the confidential section of the minutes.
5. **FINANCIAL MATTERS**

5.1 The Income & Expenditure report to end Jan 2017 was received.

6. **STAFFING MATTERS**

6.1 This discussion was of a confidential nature and has therefore been reserved to the confidential section of the minutes.

7. **ANY OTHER BUSINESS**

None recorded.

8. **DATE OF NEXT MEETING**

The next face to face meeting of the BoT will be held on Monday 15 May 2017 at 10am.

Discussions will continue online in the meantime.