OPEN UNIVERSITY STUDENTS ASSOCIATION

BOARD OF TRUSTEES (BoT)
27 July 2014

Minutes of the meeting of the Board of Trustees (BoT) held at Kents Hill Conference Centre, Milton Keynes 27 July 2014.

PRESENT:
Officer Trustees: Marianne Cantieri, President and Chair
David Humble, V P Administration

Student Trustees: Peter Cowan, SAR London & South East
Joan Jones, Student Trustee

Incoming Trustees: Nik Morris, V P Representation
Carey Shaw, Student OU Council Member
Anna Jenkins, Student Trustee

IN ATTENDANCE:
Rob Avann, Deputy General Manager & Secretary
Leanne Quainton, Executive Assistant

1. WELCOME

The President welcomed the current and incoming Trustees to the meeting and Rob Avann who would be taking over the position of OUSA General Manager from Trudi de Haney from 1st August. She advised that the majority of the meeting would be for the benefit of the incoming Board covering the BoT background, procedures and arrangements and some of the recent decisions undertaken by the BoT.

2. APOLOGIES

Ruth Tudor, Deputy President
Al Thomas, SAR South & South West
Mal Morris, Student Trustee
Lucy Beech, incoming Student Trustee
Jonathan Fudge, incoming external Trustee
Andrew Hulme, incoming external Trustee

3. MINUTES OF PREVIOUS MEETING AND MATTERS ARISING

3.1 No matters were raised from the previously agreed minutes BoT 4/14M, that were not covered elsewhere on the agenda.

4. REPORT FROM THE GENERAL MANAGER/SECRETARY

4.1 The Deputy General Manager went through the report explaining that the purpose is to pick up and formally report for the record any decisions made online since the last meeting. The procedure of the Appointments Committee
was noted as referred to in point 1.c, as a committee of the BoT the procedure of appointment was that a list of recommendations from the Committee are put to the C E C and BoT asking for any concerns and comments be sent directly to the President. The Appointments Committee had met on 24 July and had agreed that a new set of Bye-Laws would be written up to set the terms of reference for all student appointments.

4.2 A Trustee queried whether the incoming General Manager needed any further support in addition to the requests outlined in point 1.d of the report. The Deputy General Manager advised that he will be coming back to the BoT with proposals in the future once he had started in the position and talked through the working arrangements with the other Senior Staff in the team.

4.3 The remaining items in the report were noted without questions.

5. ANY ITEMS FROM THE C E C MEETING FOR REPORT OR ENDORSEMENT

5.1 OUSA Outline Budget 2014-15 – V P Administration emphasised that the predicted underspend of £50,000 is an estimate with the outcome likely to exceed that figure. A detailed report will be available for the next meeting.

5.2 ACTION: Deputy General Manager to post the C E C Budget Report into the BoT Forum for information purposes.

6. THE ROLE OF THE OUSA TRUSTEE

6.1 The Deputy General Manager had previously outlined the role and powers of the Trustees during the Handover weekend and explained that he had also covered this with the two incoming external trustees. A discussion highlighted the difference between the BoT and C E C.

6.2. RESOLUTION: The BoT Report published to each C E C is to be made a discussion item to ensure C E C members are aware of the decisions taken and to help join the gap between the 2 bodies.

7. WORKING ARRANGEMENTS

7.1 The procedure of the closed online forums used by the Trustees was outlined with relation to online meetings, decisions and how the Office staff use them to communicate – it was noted that it was just the General Manager, Deputy General Manager (vacant) and Executive Assistant that have access to these forums from within the staff team at present. A meeting schedule will be needed for the 2014-16 term and the Deputy General Manager explained that the current process had been around 2 face to face meetings a year with the rest of the business carried out online when necessary. It was discussed that the Monday following C E C weekends remained possibly the best time for the BoT to meet for resource and travel reasons.
The Deputy General Manager highlighted that now there is a full Board, subcommittees could be considered if needed as allowed within the Constitution.

RECENT DECISIONS

The Deputy General Manager discussed the 3 recent decisions, detailed on the Agenda, undertaken by the BoT and the reasons behind them. A key point from the discussion was that the Communications Intern post will be discussed with the Head of Communications and Technology and the new V P Communications and will look to be filled in the autumn. The Nightline service project will start 1 August with a recruitment drive for volunteers and the first night of operation will be Monday 22 September. OUSA are funding the first year pilot of the scheme but if the business case is proven, the OU will be approached to support the initiative.

RESOLUTION: The President and General Manager to advise the Director, Students of the service and suggest that a report on the Nightline Service will be brought to them after 6 months of operation asking for the OU to support the initiative.

STAFFING MATTERS

The Deputy General Manager gave a verbal update which consisted of number of routine staffing matters. Details of the discussion on these matters have been reserved to the confidential section of the minutes as provided for in the Constitution. There were no formal decisions for report arising from those discussions.

FINANCIAL MATTERS

V P Administration had nothing further to add to the earlier discussion.

ANY OTHER BUSINESS

The President thanked Joan Jones and Mal Morris for their services to the BoT over the last 2 years as well as for Joan’s work and involvement with OUSA for the last 30 years. Joan also noted that it was Marianne’s last meeting and returned the thanks on behalf of the other Trustees and OUSA in general.

ARRANGEMENTS FOR NEXT/FUTURE MEETINGS

It had been suggested that the first scheduled face-to-face meeting of the new Board should be 29 September 2014 with an informal buffet lunch with all the staff team included.

ACTION: General Manager to contact the other incoming Trustees regarding this date.
13.2 The Deputy General Manage highlighted that there will be some decision items emerging on the forum after 1 August, including the U S S (Universities pension scheme) consultation referred to in Paper 1.