Minutes of the meeting of the Board of Trustees (BoT) held on 24 July as part of the Handover Weekend in Kents Hill Park Conference Centre, Milton Keynes.

PRESENT

Ruth Tudor, President (Chair)
Nik Morris, Deputy President
Peter Cowan, V P Educational Support & Research (4th Officer Trustee)
Jonathan Fudge (External Trustee)
Andrew Hulme (External Trustee)
David Humble, V P Administration
Anna Jenkins (Student Trustee)

IN ATTENDANCE:
Rob Avann, General Manager (Secretary and Minutes)
Wendy Burrel, Deputy General Manager
Chris Pane, President Elect
Nicola Simpson, Deputy President Elect
Peter Bell, Student Trustee Elect
Melanie Philpott, Student Trustee Elect
Mary Oparaocha, Student Trustee Elect
Andrew Cooke, Student Trustee Elect

SECTION A: INTRODUCTORY ITEMS

A. WELCOME

The President welcomed the Trustees to the meeting and welcomed the newly elected Trustees who were observing, inviting them to use the meeting to understand more about their role and to ask questions of the current group.

B. APOLOGIES FOR ABSENCE

Al Thomas (Student Trustee)
Carey Shaw, Non-Officer Trustee

C. MINUTES OF PREVIOUS MEETING AND MATTERS ARISING
The Minutes (BoT 3/16/M) from the March 2016 meeting were approved. All actions had been completed and the General Manager highlighted that a final proposal regarding Payment of the President and Deputy President would follow online for consideration and conclusion by the current Board.

1. REPORT FROM THE GENERAL MANAGER/SECRETARY

1.1 The General Manager highlighted the contents of the report and explained for the observers that the purpose of the item was a standard report to each meeting which confirmed all of the decisions made online in the BoT forums since the last face-to-face meeting. In addition, the second section picked up on any items of general interest or report. Questions were invited.

1.2 The Trustees wished to record their thanks in the minutes to Kate Snapes, Representation Officer, who left the staff team at the end of July 2016.

SECTION B: ITEMS FOR REPORT OR ENDORSEMENT FROM THE C E C

2. OU STUDENTS ASSOCIATION STRATEGY UPDATE

2.1 The General Manager presented this paper, which had been discussed and noted by the Central Executive Committee at their meeting on 23 July 2016. The purpose of the paper was to provide an update on progress with the objectives in the OU Students Association Strategy which had been agreed by the BoT in November 2015. The Appendix provided updates from the staff management team responsible for each action and had been colour coded in terms of progress as Green, Amber or Red. The General Manager invited comment on the paper and suggestions as to the presentation of the report.

2.2 Trustees acknowledged that a number of items had been completed and there were many which were intended to take place in 2017. Trustees thanked the team for the work that had been put in to delivering the objectives but also the preparation of the detailed update.

2.3 It was agreed that a Strategy refresh process would be required early in the new term, to enable the new CEC members and Trustees to feed in ideas and suggestions for new items or re-prioritisation of existing items.

2.4 An observer noted that the document would be improved with a description explaining the colour coding and section numbers to separate out the sections and ensure easy discussion of the items. The General Manager would make these changes to future presentations.

2.5 Two items were noted as Red: the Student Community Tool trial of Yammer had demonstrated our prior concerns that this was not the appropriate tool for the task. More work would be needed to get the University to support a different product and the President suggested that she would ensure that her concerns were noted about this project before the end of her term so that her successor could continue the momentum. The action to improve our reporting on policy matters had not
progressed in the planned manner, but there were hopes to improve this with the new incoming team and new staff capacity that would be added shortly.

3. **FORWARD PLAN**

3.1 The General Manager explained that the purpose of this paper was to provide an overview of some of the likely items of business for the CEC and the Trustees over the coming months. The General Manager invited any additions from the current group and questions from the incoming group, who were encouraged to use the paper as a tool for their handover discussions.

3.2 A Trustee suggested potentially including some of our student Central Disciplinary Committee (CDC) members in the Complaints review.

### SECTION C: ITEMS FOR DISCUSSION AND POSSIBLE DECISION

4. **FINANCIAL MATTERS**

4.1 VP Administration explained the content of the report and the appendices.

4.2 The General Manager drew attention to paragraph 4.3 which highlighted that the University had missed the deadline for their internal budget setting process for the exam papers payment which meant that we would need to use our own reserves in 2016-17 to cover the shortfall with a double payment from the University in 2017-18 to make up the difference. VP Administration noted his disappointment with the arrangement.

5. **STAFFING MATTERS**

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

6. **DECISIONS MADE OVER THE 2014-16 TERM**

6.1 The General Manager introduced this paper which was intended for the observers, to provide details of key decisions made during the term and to also provide details of the latest effectiveness review.

6.2 A Trustee noted the action to improve background information, which she noted would be key to the new group with so many not being CEC members in the future. She also drew attention to the intention to schedule BoT meetings at least a fortnight after a CEC meeting to enable papers to be updated with further information before their presentation for decision.

### SECTION D: ITEMS FOR INFORMATION
7. **APPOINTMENTS COMMITTEE**

7.1 The President and Deputy General Manager introduced this paper, which asked Trustees to consider joining the Appointments Committee. Trustees interested were invited to inform the President of their interest. There was one place available, so a small election between members of the group would be held if there was competition.

7.2 Subsequent to the meeting, Melanie Philpott was elected as the BoT representative on the Appointments Committee.

8. **OPPORTUNITY FOR QUESTIONS**

8.1 Incoming Trustees were invited to ask any questions of the outgoing group, or of the staff representatives.

8.2 New Trustees enquired about the use of the forums and whether discussion and debate could be encouraged and improved.

8.3 New Trustees enquired about the regular meeting slot.

9. **ANY OTHER BUSINESS**

9.1 A new Trustee enquired about the level of pensions liability from the USS. The General Manager suggested that further exploration of this would be key over the coming months, not least with the potential consideration of incorporation which would undoubtedly raise this.

10. **DATE & SCHEDULE OF NEXT MEETING**

The first meeting of the new term was set for 1pm on Thursday 22 September 2016 on the OU Campus. This would include a verbal update from the annual Audit meeting, which was to be held on the same date in the morning.

Discussions will continue online in the meantime.