Minutes of the meeting of the Board of Trustees (BoT) held online through the BoT Forum commencing June 2013 and concluding July 2013.

PRESENT
Officer Trustees:
Marianne Cantieri, President and Chair
Ruth Tudor, Deputy President
David Humble, V P Administration
Student Trustees:
Peter Cowan, SAR London & South East
Joan Jones
Mal Morris

IN ATTENDANCE:
Trudi de Haney, General Manager & Secretary

1. MEETING ARRANGEMENTS

1.1 The General Manager reminded Trustees that if they were able to reach unanimous agreement on items of business there was no need to make the meeting arrangements more formal. She therefore suggested that Trustees consider the 3 items on the agenda and, if it transpired that any were not able to be agreed unanimously, she would then make provision for a synchronous meeting.

2. PROPOSED CHANGES TO THE BYE-LAWS BoT 6/13/1


2.2 It was noted that in relation to the changes affecting section 7., Nations & Regions, all references in paragraph 7.13 should have referred simply to “Nation” rather than “Nation/Region”.

2.3 An anomaly was noted in relation to the composition of panels whereby the wording used for appeal panels in 13.7 contracted the earlier statement that the CEC could agree to include other members not themselves on the CEC. This anomaly could be removed by deleting the words “of the CEC” after the word “4 further members”.

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2.4 **RESOLUTION:** With the amendments referred to at 2.2 and 2.3 above, the Board approved all changes to the Bye-Laws as detailed in paper BoT 6/13/1.

2.5 **ACTION:** General Manager to arrange for the revised Bye-Laws to be published on the OUSA Documents page of the website as soon as possible.

3. **PROPOSED BUDGET FOR 2013/14 AND REPORT OF SUBVENTION MEETINGS** BoT 6/13/2

3.1 The BoT received a report on the process of the subvention negotiations and were asked to approve the proposed budget 2013/14 as supported by the CEC and detailed in paper BoT 6/13/2

3.2. **RESOLUTION:** The Board approved the 2013/14 Budget and accepted the recommendation that the detailed information provided with the budget papers should remain confidential to the Trustees and CEC members.

3.3. **ACTION:** General Manager to draft a covering note to be authorised by V P Administration to go with the budget for publishing.

4. **UPDATED VERSION OF THE EMPLOYEE HANDBOOK** BoT 6/13/3

4.1 The General Manager asked members to approve the updated version of the OUSA Employee Handbook clarifying that the amendments that had been made were updating the compliance requirements consequent upon changes to the law, and in particular the new Equalities Act, changes to pensions law, changes to attribution of responsibilities since the OUSA Employers changed from the old Executive Committee to the new Board of Trustees, plus some updates to industry standard/financial regulations as advised by the HR company. Full details were contained in paper BoT 6/13/3.

4.2. **RESOLUTION:** The Board approved the updated version of the Employee Handbook.

4.3. **ACTION:** General Manager to issue the updated version of the Employee Handbook to staff along with their Statements of Contract.