

OPEN UNIVERSITY STUDENTS ASSOCIATION**Central Executive Committee (CEC)**

15 – 17 July 2022

BOARD OF TRUSTEES REPORT

The C E C is asked to:-

- i) **note** this regular report from the Board of Trustees

1. There is a requirement under the Articles of Association for the Board of Trustees (BoT) to provide a report to the CEC at each meeting. This report is intended to provide the following:
 - a) a formal opportunity for CEC members to raise any questions arising from the minutes or other matters relating to the role of the Trustees, and
 - b) the opportunity for Trustees to raise any specific items with the CEC or report on progression of any non-routine matters.
2. The Board met on campus on 4 April and 3 May 2022, with a few Trustees attending online. The meeting on 4 April was a confidential meeting so the minutes will not be available for you to view. However, the meeting minutes from the 3 May will be published shortly.
3. The External Trustee began the meeting by confirming the immediate resignation of Allan Blake, External Chair. Mark Price, External Trustee has since stepped up into this role for an interim period, until recruitment fills the position. The President gave her thanks to Mark for taking on this extra responsibility. The Acting Chair then gave special recognition to the Head of Strategy and Insight and the Chief Executive as this was their last Board meeting, before they would each be leaving the Association.
4. The Director of Engagement proposed some mechanisms to the Trustees on how non engagement of CEC and other volunteers could be managed to support individuals to perform at their best. The proposal presented will ensure support is given to the individual at an early stage before any further, more serious action is taken. Trustees recognised the need for these mechanisms, and whilst a few changes were suggested from Trustees with regard to the wording, Trustees approved the introduction of the new mechanisms to address and tackle behaviour.

5. The Acting Chair introduced the comprehensive Risk Register to the Trustees which had been finalised by the Finance Resources Risk Committee (FRRC) over the previous weeks. He further outlined that one of the greatest risks to the Association currently is the gaps in the Board vacancies and should be actioned immediately. Due to the difficulty in recruiting external Trustees, he suggested that external agencies may be required.
6. Trustees approved the FRRC proposal to stick with the existing agreement but then look into the time spent to inform the next review. Trustees also approved the agreement between the University and the Association for the provision of warehousing and distribution services. The fee of £20,000 will remain the same again this year.
7. The Head of Strategy and Insight presented the Strategy Performance Report and reflected on the progress of the Association's strategy and offered her suggestions on what could be done further. She acknowledged the vast progress that has been made since the Strategy was first introduced in 2019, particularly outlining the increased awareness of the Association and its services and resources. Going forward, she explained she would like to see an improvement with voting numbers and more of our achievements being shared with the wider student body. The Board thanked the Head of Strategy and Insight for all her hard work and efforts over the last 4 years. They wished her well in her next venture.
8. The Director of Engagement updated Trustees on the proposal for return to face-to-face student activities. He outlined that the Covid Recovery group had been meeting regularly to look at safe ways to progress back to face to face activity, taking a close look at accessibility and the need to create inclusive environments. The Chief Executive confirmed a document would provide guidance for face-to-face activities and will soon be shared amongst the various groups, societies and meet up hosts. Trustees approved this new approach to managing the post-Covid return to face-to-face activity.
9. The Head of Community presented the recommendations of the Clubs Review to the Board and asked for approval to recommence the acceptance of new clubs and societies. Trustees approved this and thanked the Projects Officer (Student Community) for conducting such an in depth and valuable review of the clubs.
10. The Trustees received the regular Chief Executive's report. Trustees recognised the currently vacant positions and the need to recruit immediately. The Chair confirmed he will take further information about the recruitment process and timelines to the forums for further discussion and planning.
11. In the last quarter, there have been a few requests for approval for expenditure. These were for the July CEC weekend, the Student Chat platform and a joint culture project working alongside Pecan Partnerships. After a few queries and ongoing discussions, Trustees gave approval for all of these requests for expenditure. There has also been a lot of activity on the forum with regard to the recruitment of the Trustees, and an update on the revised Senior Management structure. Trustees commented on the proposed candidate packs for the external Trustee and Chair post before it was then published, and the recruitment went live. Trustees have also been kept up to date on the MDM

rollout, with the Chief Executive sharing announcements that had been issued from the OU.

12. Staffing matters: The last quarter has been yet another busy one and one which has seen a lot of changes. On the 4th May, Adnan joined the Association as Senior Policy Advisor and has settled in really well to the team. Sue Maccabe will sadly be retiring on 30th June but is looking forward to her new venture within the volunteering sector and more time for the outdoors with her dog Daisy. Recruitment then went live to fill the Head of Strategy and Insight role. After strong interviews, Amy Undrell, was appointed in this position and started 20th June. Charlotte Stone, currently Student Advice Admin, will step up into the role of Student Advisor until the pilot is due to end in November. Rob Avann is sadly leaving the Association to start his new role as Chief Executive at Emmaus Village Carlton, a homeless charity. His last day is Friday 17 June, Beth Metcalf has successfully been appointed as interim Chief Executive for six months and started the handover for her new role on the 1st June. Jess Smith has stepped up and will be working in her new role as the Director of Membership Services. Consequently, Pete Turner will be the full time Head of the Student Community team. We have seen a few staff members leave the Association this quarter. Adam Goldberg, Operations Assistant, left in mid May, recruitment to fill his role was unsuccessful and Ryan has agreed to extend his contract a further two months to allow us to explore a new structure for the Operations team to ensure we are still prioritising the right skills and knowledge. Georgie Moore and Gabby Willis also left in June to start their new roles elsewhere.
11. The next Board of Trustees meeting will be held on Tuesday 19 July 2022.

Rob Avann
Chief Executive

Beth Metcalf
Interim Chief Executive