

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

28 – 30 October 2022

**BOARD OF TRUSTEES REPORT**

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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 the 19<sup>th</sup> July 2022 via Microsoft Teams. The meeting minutes are available to view [here](#).
3. The Acting Chair welcomed Trustees to the last meeting of their terms. He also welcomed members of the incoming board who were observing the meeting before their terms begin on 1<sup>st</sup> August 2022. Nichola Connolly, WELS FAR, was also in attendance observing the non-confidential discussions.
4. Trustees received the Finance Report which was presented by the Head of Finance and Resources. The report suggested that the Shop Governance Working Group was no longer needed due to the FRRRC overseeing the same operation. However, issues were raised regarding the importance of having a student voice in this group so it was agreed by Trustees that this working group would continue until Autumn and another proposal will come to the Board in due course.
5. Trustees approved the 2022-23 budget as well as the Investments and Reserves policies. Changes to the Expenditure policy were also approved, apart from the proposal to cap travel expenses at £400 following strong concerns surrounding this.
6. The interim Chief Operating Officer brought the proposed Terms of Reference for the GDPR working group to Trustees for approval. The GDPR working group

will continue to report to the Trustees on an annual basis. They approved the Terms of Reference.

7. Updates to the Safeguarding policy were presented to the Trustees and were then approved.
8. The Deputy President elect presented the outcomes of the trialled Tutor Awards which will be presented during Fresher's week in October 2023. The success of the event was noted by the Trustees and members of the Management team. Subsequently, the Deputy President wanted to get approval for the funds to run the awards again next year. He advised £2000 was required to facilitate the awards. Trustees noted the report with no objections to the award winners or runners up and also approved £2000 to enable the awards to run again in 2023.
9. The Head of Operations presented a bid for a donation of £163k from the Association to the OU Students Educational Trust. The reason for the bid was to be able to increase the number of grants given out and to have the financial security so official advertising of the Charity and it's grants can happen. Trustees expressed their concerns due to OUSET already having £900k in reserves, as well as the lack of detail in the paper regarding the purpose of the donation. Trustees asked the Head of Operations to add more detail to this report and she will then share it online for a decision.
10. Trustees received the Strategy Performance Report and the Report from the Chief Executive.
11. The Microsoft Teams space has been busy this last quarter with various approvals and decisions made. First, the by-election dates were approved. Furthermore, following successful interviews for the roles of External Trustees, Laura Charles and Richard Dobek will attend the next BoT meeting on the 18<sup>th</sup> October as observers, seeking to be co-opted at this meeting. Additionally, the Chair appealed for volunteers to join the Shop Working group and Finance, Resource and Risk Committee. Charles and Fanni have been selected to join the FRRRC and Anca will sit on the Shop Working Group. The Head of Volunteering and Representation asked Trustees to vote for the two Appointments Committee applicants they would like to see sit on the Appointments Committee. After lengthy discussions, Steph Stubbins and Nicki Hadjipanteli were appointed. The Board approved changes to the by-law proposed by the Central Executive Committee, who proposed changing their name to the Student Leadership Team. Finally, the new team structure for the Ops team was shared with trustees.
12. Staffing matters: The last quarter has been yet another busy one and one which has seen a lot of changes. On the 18<sup>th</sup> June, Leanne Quanton returned from maternity leave and has settled back into the team and adapted well to her job share with Gabby Cull as Head of Executive Support and Staff Welfare. Due to reduced capacity, Ciara Linehan has been working one day per week with the Exec team to help out and her contract with them will end on the 8<sup>th</sup> October. Following interview, Samantha Smeraglia will join this team as part time Executive Support Assistant. At the beginning of September, Sarah Smerald took maternity leave and Denisa Bartova was appointed as her maternity cover and will be in position of Volunteer and Representation Administrator for at least 9 months. Similarly in September, Pooja Sinha also returned from maternity

leave and was pleased to be back. Subsequently, Rebecca Coster returned to her substantive post of Research Assistant after seconding for Pooja. The Operations team has seen a recent restructure in which the two Projects Officers have become permanent positions and the Operations Assistant has become Operations Administrator. Georgia Demopoulou (Projects Officer, Community) will sadly be leaving the Association on Friday 14<sup>th</sup> October. The Community team is looking to appoint a temporary staff member on a contract for 6 months, aiming to start November.

11. The next Board of Trustees meeting will be held on Tuesday 18<sup>th</sup> October 2022.

**Beth Metcalf**  
**Chief Executive**