

Full Board Trustee Meeting 13-03-2021

Present: Sean Barrett (SB) (Chair of Board of Trustees), Sarah Panek (SP) (Vice-Chair), Serge Chapman (SC), Chiedza Mhondoro (CM), Glen Holmwood (GH), Tom Fletcher-Manuel (TFM), Jack Pearce (JP), Kirstin McCann (KM), Prof Elizabeth Archibald (EA) (Principal), Saskia Wootton-Cane (SWC) (JCR President), Maddy Wilson (MW) (FCO), Michael Power (MP) (Vice-President)

Apologies:

Absent:

Agenda Point	Discussion	Actions & Owners
Preliminary Session		
1. Welcome	SB welcomes all	
2. Update from Principal - Prof. Elizabeth Archibald	EA week overshadowed by tragic passing of Sarah Everard, an alumna. We will consider ways to commemorate in an appropriate manner. My successor TW has been appointed. Will overlap in August. Again, concerns with the lack of engagement from Freshers and even current 2nd years – good reasons for this, yet still worrying. Things will be organised, but it will be difficult to do so. There is a potential for things opening up at the end of July, and the university is considering extending term for a week. Congregation for 2 years will be in September. This is challenging. Concerns over mental health issue. Would like to pay tribute to JCR and especially the college staff who have had a hard year. All the problems have exacerbated this year. Great confidence that the Society will bounce back to something to brilliant.	
3. Approval of minutes of last meeting December 2020	Minutes Pass Action Points completed, SC has completed media policy, needs to organise a discussion of our communications strategy for a critical situation – has only just sent an email to SWC	SC to organise a discussion of our communications strategy for a critical situation
4. President's Update	SWC This is a term that has been played out under the shadow of national lockdown. With only a small amount of students returning to Durham initially, it was clear from the beginning that we needed to be as creative as possible and operate almost entirely online.	

	<p>We have managed a few in-person provisions this term. Gyms were open as “household exercise spaces” until a new interpretation of PHE guidance decreed this untenable. The college library has been open to livers-in for almost the whole term, and has recently been opened to livers-out only, with access to alternative study spaces provided to livers-in. Our bars have also been open as supervised social spaces in some evenings. All of this has, however, been challenging- firstly because we are reliant on university funding for it since all open spaces have to be supervised and supervisors need paying, and secondly because JOC the Bar Steward has been furloughed. I am much indebted to MW to taking over responsibility for managing these spaces after his furlough.</p> <p>We have continued online events, some in collaboration with college, including formals, Find a Housemate, and a weekly pub quiz whilst our Communities Committee has offered events such as socials and forums.</p> <p>Unfortunately, in this past week our online efforts have been blighted by two incidents of zoom bombing. In a week where the tragic news of the probable murder of Sarah Everard has reached our community, this has been quite a lot to deal with. Everyone who was at these events has been reached out to in some form and made aware of welfare support. Cuth’s JCR is also currently running a fundraiser in memory of Sarah and to recognise our responsibility to eradicate violence against women in our communities for Wearside Women in Need.</p> <p>We have tried to be creative with our offerings outside of online events and, as always, proactive to the needs of our community. We have been sending important belongings back to students unable to return to Durham; we have been sending Cuth’s library books to students’ homes free of charge; we have created a Covid Fund, or in reality more of a tech bank for students who are struggling to access not just their education but also their social life and wider student experience due to financial or technological constraints.</p> <p>Sports and societies have operated in a muted manner. Some, like FemSoc and Anti-Racism, are thriving online, but many are struggling immensely. Better days ahead look hopeful, and I know the President and FCO-elect have some plans to help them out.</p>	
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	<p>Elections have taken place for many exec roles and are ongoing for others. Our President-elect is AW, the current SRO, and our FCO-elect is IC, our current Music Rep. FCO was contested by two non-exec members, which was exciting. Freshers have engaged reasonably with the exec elections. Our Outreach Chair next year will be a second year, and a fresher ran for Publicity & Relations, though they unfortunately didn't win. I have been in touch with them and encouraged them to keep engaged. We are struggling to fill Social Chair for potentially obvious reasons but I'm hopeful we can get the position filled. KM is VP!</p> <p>We had our first set of Post Offer Visit Days. They went fairly well.</p> <p>We are looking ahead cautiously next term to potentially be able to do events. On Monday we expect to hear whether term is extended for a week or not. We hope to do events after the 21st and some formals, bars open etc before. I'm also talking with Fashion Show about dismantling some of the negative culture around the show.</p> <p>The SLA is nearly negotiated. I have some disputes with the University over their desire to charge independent Common Rooms for their use of University services, but this is ultimately more of a principle point than anything else. We have managed to get a promise of a cap of £200 annually to be written in so this is better than nothing.</p> <p>I've done quite a lot on a wider scale this term since I've had the time. The Student Representation Working Group which I pushed for and was set up has been productive and resulted in increased Common Room representation on university committees. Senate and Council remain to be resolved but we are told the University is broadly supportive. I'm on an Accommodation Charging Review Group where we are trying to reframe the conversation to affordability over value for money with varying degrees of success. I'm leading conversations between JCR Presidents and the SU to sort our relationship out. I've attended WSEC. Fed back extensively on Harassment & Bullying Procedure. I'll update on drug testing kits later. I've been involved in the recruitment of the new Principal and new VC. I've represented JCR PresComm on SU Assembly. I've been trying to get the University to give bar staff furlough money.</p> <p>Questions TFM is there no student representation on the senate?</p>	
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	<p>SWC there are SU officers, but it's more about common room representation. I think the SU do good work, but it is very different – JCR presidents have a different perspective.</p> <p>TFM is the relationship between the DSU and JCR presidents strained? SWC there was a strained relationship last year. Conflicts come from poorly structured relationship; problems don't have to occur in the future.</p> <p>SC on zoom bombing – was it targeting people or an issue? Does the University issue guidance on keeping secure on zoom? SWC I wasn't there. The first was at a femsoc event – I initially thought it was targeted, but then there was a pub quiz that was targeted. It was utterly condemnable, racist language and playing porn. I don't know if targeted is the right word. I think people just look for vulnerable zoom calls to do this. I've asked people to put precautions on the call. There is only so much I can do on this. SB how is the welfare support team being looked after themselves? SWC I've spoken to them; they do generally feel alright with it. Welfare have meetings with college for this sort of issue. They are welcome to talk to me always, but often but they receive support from elsewhere.</p>	
Finance Session		
<p>1. FCO quarterly update</p>	<p>MW Last quarter: University accidentally transferred 27k - have transferred this back. Finance department has been poor. Levies = 41981.91 Comp fee (first 1/3) = 5100.69 Spending from participation fund Helped organise and fund the Christmas Formal Boat club have been spending within their budget Gym equipment spending Marquee spending - college are doing this in future! This term: Spent reserves money on some new desks for the library Sports and socs are free now - but no spending still Covid fund going well - have budgeted to spend up to £1500 from the reserves (passed through JCR meeting)</p>	<p>MW to make separate accounts for January, and then other months that are due to be done MW to correct errors raised by SR MW to make clear the difference in spending this year due to the pandemic</p>

	<p>Paid for Ribchester's and insurance Have been discounting sending home students possessions Sad term as I would have like to have spent more.</p> <p>Questions: SB in the managements accounts there are no transactions MW I've been doing them a quarter behind. I haven't asked Finance comm do so. I will talk you through it now and will submit separate ones for January and then other months</p> <p>SR raises a couple of error on the spreadsheet MW finance comm error, will fix this. We need to update budget to reflect changes in charges. I will do so.</p> <p>SC when will we pay for salaries and accommodation? MW need to contact University finance. They have been very poor this year.</p> <p>SR what does insurance cover? SB public and employers' liability. Very few providers are willing to cover an organisation like ours for the work we do MW I have compared, no colleges seem to have a seriously better option.</p> <p>SB I will contact payroll at the university in April to ensure we are up to date</p> <p>MW college have offered to spend more on WSE next term - big spends will be avoided.</p> <p>TFM do you have the difference between what we expected to spend vs how much we have spent due to COVID</p> <p>MW the cuth's day reduction will be a lot of what we would have spent on events. Spending on sports and socs is within our aims and will give a more balanced book,</p> <p>TFM does the salary expenditure include pension contribution</p>	
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	<p>SB we do and I believe it does. Most charities do not hold more than 18 months' worth of turnover. We will aim for a 12-month turnover, so that we can account for a full year.</p> <p>MW I will subsidise as much as I can within reason. I will be in constant communication with trustee finance comm. We have been investing in next year where possible</p>	
Review Session		
<p>1. Policy Review (all policies)</p>	<p>TFM there was a need to update our disciplinary procedure. Will update to reflect. On GDPR: as a charity I am unsure if we are set up to meet all the requirements of GDPR. There is a question mark over who has access to what and who is responsible for deleting information.</p> <p>SWC the new SLA could provide us with better ability to send out email etc. without going through college. There will be more information that we will be able to have about students</p> <p>TFM am concerned about how use of information is communicated – and how has access been vague and needs to be clearly formalised for handovers. If there is a breach, we need to be secure. How are we collecting information – is it on a laptop with local storage?</p> <p>MW always uses google forms, encourages exec to – information is only ever on the drive</p> <p>TFM is there a log of all information collected?</p> <p>MW no. It is dependent on who makes does it.</p> <p>TFM we will need to do so to ensure continuity.</p> <p>MW last year we were made to be a big sweep. This year hasn't done so.</p> <p>TFM we essentially need to be able to prove to an audit that we collect information responsibly. It may be in 3 execs time that it needs to be deleted. It's worth undertaking an audit now.</p> <p>MW I should just do an audit of sorts</p> <p>SC has anyone had access to GDPR training?</p> <p>MW there was a one-hour slot.</p> <p>SWC training from the university will be for DSOs and largely won't be relevant to us.</p> <p>TFM auditing now could be far cheaper than the fines for a breach – a regular consultant every few years could be smart. With full sports and societies, it's hard to get everyone to be completely compliant.</p> <p>SWC sports and societies are likely the weakest point. Creating this log could be a good idea – we could use the trustee drive to ensure continuity</p> <p>TFM the finance and compliance committee of the trustee board can take care of this.</p>	<p>MW to organise an internal audit for GDPR compliance</p>

	<p>SWC is having a committee enough? I wanted a tickbox next to paying the levy which could get people to sign away their rights – how clearly do we need to communicate the policy of the deadline.</p> <p>SB if the policy is written correctly and the tick box links to it and says that they have read it</p> <p>TFM a lot of this is being able to tell a pedantic person when and why we collected their data – can we do so? If no, we should try to remedy this.</p> <p>SB should we start the action of destroying old data, or the mammoth task of contact all who we hold data on.</p> <p>TFM you also need to delete data of those who do not actively ask to be added in. We need to communicate with them for their engagement to continue – could you advertise a ball? We probably are covered for current members to opt back in, but for alums the legitimate interest point may no longer be valid.</p> <p>SR do need to draw a line in the sand and take a stance to minimize long term damage</p> <p>TFM the most obvious path is creating the data log – I can assist but I am not an interested or authorised party so would have to be spearheaded by MW and committee. Anyone who isn't a member of the JCR should likely have their data expunged and inform JCR members about the new data policy – don't make a big deal about the previous policy not being in line. We should reserve the right to contact about your JCR membership – and say that you either opt in after you leave or be expunged. We should discuss defining the exact purposes how we collect information. There is fine tuning to be done, but this is a great leap forward. I'll convene a committee meeting to review before coming back to the board for approval</p> <p>SB we could approve it now and you only need to bring it back if you make substantial changes</p> <p>TFM likely to be the latter.</p> <p>GH I wonder if it is worth if some professional advice could be arranged quickly and then a session with the subcommittee to avoid the huge effort of a data log to change a minor detail</p> <p>TFM I have a contact who advises charities on their legislature, I could get an idea on how much an expert would cost – it would be entirely within the JCR's budget given that it will only be a few years. If there was a breach the damage could be huge?</p> <p>SB are we happy to get professional advice and adopt this policy if it only has minor tweaks – if there is something extreme then we will bring it back to a meeting</p> <p>Board approves this</p> <p>SWC I think SB MW and I should have a meeting; I think it is important we have 2 JCR officers there</p>	
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	<p>On Complaints and Disciplinary:</p> <p>TFM for written records, it must be consistent across policies. Language should be more informal. We need to be able to respond to a (hypothetical) critical statement from an alumnus, we should be able to show that in the last 5 years we have records of what exactly happened.</p> <p>SWC fines – we need disciplinary actions to be re-examined. We don't own the college bar, so we can't ban people from the college bar, which could even involve an exchange of information. I'm ok with something with fines up to the value of damage caused – but I'm not keen on fines as damage – people just don't care as they have the money to pay – but it could cause serious financial issues. I wouldn't mind a clause for community service etc.</p> <p>TFM I agree with fines up to a value of damage. The max is set there are there wasn't one already. I would say here that the panel doesn't have to impose a fine, they can do so at their best judgement. We can't always assume we will be able to have our money</p> <p>SC I was going to fall in line with SWC – it shouldn't be more than the damage. For college bars, the University mandates that anyone who attends the college could have access to shared spaces. For enforcement – if someone doesn't pay a fine it would likely have to have a claim so must be SB what did you have in mind of community service?</p> <p>SWC it's usually college that would do that. I'm not sure we have a precedent</p> <p>TFM it comes from an era where the president had more disciplinary power. College bar ban happened back in my day. So much has changed that isn't reflected here.</p> <p>SWC I think removing banning from the college bar, and fines being specified to be up to the value of the damage caused.</p> <p>TFM – specify up to the intentional damage</p> <p>GH if formal proceedings have to be initiated due to a fine not being paid, that must be included in the fine (this is a worst-case scenario). For community service, could be required to do rubbish picking post cuth's day</p> <p>TFM is appropriate for president to unilaterally issue fines, or does a JCR panel need to be convened</p> <p>SWC I'd prefer a minuted hearing for it</p> <p>TFM we could say that anything with a fine is a major disciplinary issue and should have a committee meeting. Most of these are extremely worst-case scenarios, most of these are very extreme.</p>	
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	<p>SWC most looks JCR specific and is fine for me. We'll leave community service up to interpretation</p> <p>Board is happy to approve the complaint and disciplinary meeting</p>	
2. Process of Policy Review	<p>SC policy review on concern SWC raised. We have a review document on when policies were last reviewed. It's taken a long time to go through, as policies expand to include sufficient information. Our ad hoc approach isn't particularly effective. We should move things to an annual review. In between meetings one or two policies will be examined. I have created a template so we can compare and review more easily. I have tweaked the social media policy. Asking for any comments on what I have done and what to do moving forward.</p> <p>SWC we should ensure that there is an external trustee who can ensure these reviews happen – this shouldn't be the president's job. I don't think that is too big of a task.</p> <p>TFM sounds like it sits with finance and compliance. I am happy to offer that as a standard order – I will pass this onto whoever takes on the role</p> <p>SB we should have finance chair sort out the following names to the following policies, if as trustees we don't feel comfortable say so.</p> <p>SC will assist in helping TFM in sorting that.</p>	<p>TFM (in his capacity as chair of FCO subcommittee, with assistance of SC) to ensure policies are reviewed on a rolling basis</p>
3. Drug Testing Kit Update	<p>SWC I would say it's been taken in a different direction. I started working on what I agreed – but after conversations with the SU it seemed that there were things that need to be sorted at a higher level. I continued working on my previous paper. Have found a solution to being forced to share data. Attended a meeting with the woman who runs the drug policy. Was frustrating. Whatever your thoughts on the policy is – the university thinks their policies are outdated. Bristol have openly condemned 0 tolerance policies. Ours is right down the other side, but not entirely useful, and could dissuade someone from contacting someone about a friend's drug problem. Drug policy is up for review next term. I am sceptical that there is the appetite for change. They did agree to work with us on other forms of harm reduction. However SSDP have applied to the SU for a grant to get drug testing kits. The conversation is going to come soon. It will move forward whether the university or we like it or not. SSDP have the grant, it will be implemented next term. There is support in college from vice and assistant principal, haven't spoken to EA in explicit terms. In Josephine Butler there is support from the college, so it's not JCRs vs Colleges, it's the central university that has reservations. Whether we need to be a part of it or not is the convo. Working with the SU would</p>	<p>SC to be responsible for liaising with drug testing kits as it progresses through the next academic year</p>

	<p>make us less liable. SU is a much bigger charity than us, and is better placed to address concerns that we've had here. Do we want to leave this to the SU? That is where things are</p> <p>SB I know it's an emotive subject. What are our thoughts. How much support should we give to the JCR supporting this?</p> <p>KM I think from a students perspective I think the JCR should be involved, not just the SU, but the SU isn't the first point of call. They consider the SU as a confusing point of call – in cuth's it's clearer to send people where you go</p> <p>SWC I have spoken to the exec on this and they support. I could do a straw poll at a JCR meeting.</p> <p>JP I think the JCR should take a position, I do think we are very clear on the dangers and realities.</p> <p>SWC JCRs have a greater grassroots reason to do this, a partnership with the SU makes sense. I think there are several options going forward. I think Bristol would enforce a drop in before getting a test, but it will depend on the resources of the SU. I agree with JP that information is important, we mustn't endorse anything other than safety</p> <p>MP support it college system isn't good we should just get the grassroots support and signpost</p> <p>SR a lot of bad PR from local TV at Bristol due to a lack of understanding to make it safer for students, JCR should support and signpost</p> <p>CM this partnership it would be in terms of drug testing kits in terms of supporting on this one.</p> <p>SWC If this goes ahead, you're happy for the JCR to publicise what the SU wants but not be on the ground doing it. The Uni were more receptive to JCRS being more involved in other forms of harm reduction. This will likely come up again in the future, and AW will have to decide it.</p> <p>SB do any external trustees want to have a desire on this – I'm personally against this but I'm happy to support you in doing what you think is right.</p> <p>SC volunteers to be the point of call to discuss and take a look at this. It is important to hear both sides of this.</p>	
Nominations Session		
1. Nominations Update	<p>SR to be involved with finance and compliance committee.</p> <p>CM to be involved on the communities committee</p> <p>GM to be on communities and legal.</p>	
Strategy Session		
1. BCP Strategy	<p>SC it's more of a checklist to follow. It's a large piece of work but slowly chipping away it will go away.</p> <p>SC to continue work on this</p>	SC to continue work on BCP
Any Other Business		

1. Gender Neutral Language	SWC in a few policies we should just say ‘theirs’. SWC or MW to update them to do so. This doesn’t need to be done for improvement.	MW and SWC to update policies for gender neutral language
2. Next meeting - 17/7/2021	SB next meeting will be face-to-face – travel expenses can be considered.	SP to invite president-, FCO-, student trustees-elect, and the incoming principle (for the update session only) to July meeting
3. Handovers	SWC explains the handover process, and how we will mitigate lack of experience on planning big events this year.	SWC and MW to create an information sheet of who is on the exec and the chairs of all committees for easier access for external trustees