

Full Board Trustee Meeting 17-07-2021

Present: Sean Barrett (SB) (Chair of Board of Trustees), Sarah Panek (SP) (Vice-Chair), Serge Chapman (SC) (Trustee), Tom Fletcher-Manuel (TFM) (Trustee), Chiedza Mhondoro (CM) (Trustee), Kirstin McCann (KM) (Student Trustee), Saskia Wootton-Cane (SWC) (JCR President), Ben Thomas (BT) (incoming trustee), Alfie Whillis (AW) (incoming president), Isaac Costello (IC) (incoming FCO), Prof Elizabeth Archibald (EA) (Principal), Tammi Walker (TW) (incoming Principal), Keely Brown (KB) (incoming trustee), Neave Taylor (NT) (incoming trustee)

Apologies: Maddy Wilson (MW) (FCO), Jack Pearce (JP) (Student Trustee)

Absent: Glenn Holmwood (GH) (Trustee)

CHARITABLE FULL BOARD MEETING 13.3.21		
Agenda Point	Discussion	Actions & Owners
Preliminary Session		
1. Welcome	SB welcomes all, and introduces all incoming members (KB, NB, BT, IC, AW, TW) to current and outgoing members	
2. Update from Principal - Prof. Elizabeth Archibald	<p>EA Very challenging year, and the situation has changed frequently. Much of the year has been disappointing and frustrating, but huge thanks to all college staff who have been fantastic despite all the challenges and risks faced. The challenges of Zoom, meeting new people has been hard. And a massive congratulations to the JCR exec, SWC and MW for all they have achieved. SWC has been very widely respected by her peers and senior staff across the university. Overall, in so far as it is possible, it has been a successful year. I have been pleased and slightly surprised by how much the freshers have seemed to enjoy the year and have viewed it as a good year. Have been able to involve alumni in more events due to Zoom, which has been a nice change. Have been able to do a lot online, and how we have all adapted to the circumstances. A lot of good support from other parts of the university, particularly the PVC of colleges (JC) has been hugely supportive of all the colleges, and has been a big fan of Cuth's, and thinks we are a very good operation, and enjoys lending us his support.</p> <p>One or two things have been put in place at the end of the year - firstly the new building at Parsons Field should start being built in the next week or two, very hopeful that it shall start and finish by around November. Will provide so many more opportunities, as well as the refurbishment of 26 and 27 North</p>	

	<p>Bailey. University is determined to make progress on the infrastructure of colleges that have not been able to for a while. The Wendy House project cannot happen immediately due to the building at PF, but it is in the pipeline. Set up a leaving fund for bursaries for the performing arts for graduates going on to further training. In the short term, we are hoping to spend some surplus on bursaries right now, before the end of July. Another member of the JCR exec who has stood out has been the PGM rep, JS, who has been very beneficial to the community of Cuth's.</p> <p>The achievements of Cuth's are clear, and it's lovely to see us admired across the university, with trailblazing campaigns and achievements. We have a strong reputation in many places across the university, and it is nice to feel the wide respect held for Cuth's due to the contributions of the JCR and college.</p> <p>Lots of challenges to come with the development of a community that has been damaged by the challenges of this year. Lots of uncertainty as to how the year will look, but we have managed to make this work, and there will be plenty of opportunities to look forward to.</p> <p>Durham students are amazing and don't recognise all that you do to achieve things. It is astonishing how high you set the bar, and everything we can do to support that is a pleasure. A fantastic thing to have been involved for nine years, gave a lot and got a lot. I know that Cuth's will continue to flourish under new management, and that's the best legacy to have achieved.</p> <p>Questions</p> <p>SC Is there likely to be much disruption with the building works to students in respect to accommodation? EA Yes, a bit. We had hoped 26&27 would be done by the start of the academic year but it doesn't look that way. The 30 or so students meant to be there, for the first term, will be at an offshoot from Mary's. This will keep them in the Cuth's community, even if they are a little ways away. In terms of PF refurbishment, any post-grads who looked over the courtyard will be moved until the end of September so that all the loud noises are primarily out of the way for the start of term. The way the building will be rebuilt makes it a multipurpose space with a slight rearranging of how Brooks is laid out.</p> <p>SB The plans haven't been sent round, so would be nice to have something to circulate.</p> <p>SC Thank you for all that you've done for Cuth's, the opportunities for students and the direction for Cuth's was missing before EA so to see the reality being so good for students has been great.</p>	
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	<p>TFM Echo SC's sentiments. So nice to see clearly leadership, and the direction that Cuth's has taken. It is clear EA has had a transformative impact on Cuth's as an institution.</p>	
<p>3. Election of new vice-chair and nominations chair of the board, and chair of the board</p>	<p>SP layout of the VC role (minutes, agendas, emails, liaising with other trustees and sitting on committees), BT passed on a general aye as new VC.</p> <p>KM layout of nominations chair - if anyone wants to step down from their role, you will be in charge of advertising for new external trustees, and onboarding them. KB interested, and uncontested, passed on a general aye.</p> <p>SB fell into the chair role by accident, and has a large work commitment which takes me away from board work. Would definitely like to remain on the board. TFM steps forward to be chair, passed on a general aye.</p>	<p>BT as new VC, KB as new nominations chair.</p> <p>TFM as new chair of the board.</p>
<p>4. Approval of minutes of last meeting March 2021</p>	<p>Minutes Pass</p> <p>Some outstanding action points to be completed ASAP</p> <p>Confusion over the BCP and how it is not a useful document - SWC explaining it needs fleshing out and grounding in reality, TFM stating the importance of it to be a working and useful document, one for an external trustee to partner with SWC/AW</p>	<p>Minutes Pass</p> <p>21.12 SP to edit action points on last meeting's minutes to add action point numbers to reflect action log</p> <p>21.13 SC to complete action points</p> <p>21.14 MW/IC Internal audit for GDPR still needs doing</p> <p>21.15 TFM to follow up with a friend in the third sector about GDPR</p> <p>21.16 CM to partner with AW to continue discussing BCP</p>

		<p>21.17 AW and IC to keep an eye on gender neutral policies in case any have slipped through</p>
<p>5. President's Annual Report</p>	<p>SWC We started this year with fresher's week which was unfortunately being planned right up to the night before due to constant changing restrictions and information. Nonetheless we were able to deliver a mixture of online and in-person events- we had two weeks of "online" freshers weeks before new students arrived in Durham and even when they were here we continued to offer some online events for students who may not have felt comfortable coming to events in person and also because due to space restrictions we weren't able to offer freshers an in-person event every night.</p> <p>Given the circumstances I think we had a very successful, if short, freshers week. Freps were asked to walk some difficult lines in terms of policing behaviour and I worked very hard with the head frep to be as open and honest in my communications as possible and allow the space for individuals to approach us with any concerns or questions. No frep was pressured to do anything they didn't feel comfortable doing. We had a few "scares" throughout the week but no positive tests until mid-week, when some freps began to self-isolate. We were also successful in introducing Anti-Racism workshops as well as our usual consent workshops.</p> <p>Sports and societies have had a difficult year. There was a brief window just before national lockdown in the first term where all outdoor sports were running and we were looking at opening up indoor ones, and some societies were able to function although this was harder on a college level than a university one. However after this and for all of second term sports and societies could not operate in person. Many adapted to an online environment but this was of course more difficult for some. Despite this however this term we have seen the creation of various groups including Yoga Society, Anti-Racism Society, Working Class Society Poetry Society, Golf Society, and Clash of Clans Society. Students are still engaged with Cuth's and are looking for new ways that can work online to explore their interests. In the final term, sports and societies were able to operate in person again and were a resounding success. We doubled our participation fund and charged no subs for sports and societies given the broken nature of their existence this year, meaning when they were up and running the bar for participation was extremely low. We finished off the year with our Sports & Socs Awards night, which was held in person outside, and it was a pleasure to be able to reward the students that have worked so hard to keep Cuth's going throughout the year.</p>	

	<p>JCR Committees have continued to operate throughout the year and have had some success in engaging freshers. During first term, Social Committee put on a few in person and a few online events including a christmas formal in partnership with a local restaurant. Second term was more challenging, but in third term the committee really came into its own, pulling off a successful and covid-safe Cuth's Day in a marquee off-site and almost pulling off a Summer Ball before we were unfortunately told by the university we needed to cancel. Outreach did their usual 12 Days of Outreach in aid of DASH, modified for an online format, as well as some online quizzes and assisting college with some workshops on finding a career in the third sector. GovComm came up with a way of doing JCR Meetings online that still allows husts and voting in meetings, which has been a big improvement, and successfully managed to run elections throughout the year. We have had freshers elected into roles such as Environment Rep and our very first Trans & Non-Binary Rep, and later in the year we had freshers run for exec positions including Outreach Chair and Publicity and Relations Officer. Communities Officer was removed from the exec and the committee will now internally elect a chair who will be invited to JCR exec meetings. SU Committee met and reviewed SU Assembly papers and elections. Welfare Campaigns Committee ran a "looking up in lockdown" campaign including tips on looking out for yourself and your friends and harm reduction advice as well as the "take time to sign" campaign which encourages culture shift in the housing rush in Durham. Welfare Officers and myself continued offering weekly drop-ins. Finance Committee assisted Maddy with the bookkeeping. A new stand-alone JCR position was created in final term to assist with alumni relations and has already been filled. JCR facilities were also a challenge throughout the year. The library was at times open to both livers-in and livers-out and at times just livers-in. We also devised a book-loaning system which we also used for board games and sports equipment, as well as creating a "covid fund" in second term which we used to buy in tech such as keyboards and tablets for students who were struggling to access adequate equipment. The gyms were open for livers-in for most of the year and were staffed by bar staff who were paid out of the university covid-19 fund. When the bar was not allowed to open it was used as a social space in the evening which was helpful especially for Bailey freshers, many of whom had no communal space in their house.</p> <p>In final term our JCR Fashion Show also pulled off a successful event with assistance from the university, who have shown a great deal of commitment to ensuring students received as much of their wider student experience as possible this year.</p>	
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	<p>On a wider university level I have pushed hard for greater cohesion and clarity in the movement to lower accommodation fees and succeeded in creating a unified set of demands across the SU, Ripped Off groups and Common Room presidents. These demands were passed through a JCR Meeting. I have also organised first aid training for JCR Presidents and been heavily involved in pushing the university to change its approach to student drug use. I have also started conversations about student representation within the university, and been heavily involved in the accommodation fee review.</p> <p>It's been difficult to say this year has had any direction, but I feel that the efforts that have gone into keeping the community alive and active have largely paid off and left us in a good position for next year.</p> <p>Priorities for next year:</p> <p>The priorities for the year remain in large part informed by the situation regarding Covid-19. Though government restrictions are being steadily lifted, the interests of both students and the university will no doubt be affected for years to come. Incoming first year students have had a unique "locked-down" school experience and may lack experience of activities that are typical of University life before arriving at Cuth's, so we anticipate unique challenges in supporting their welfare. Many anticipate the University imposing restrictions on student social and academic activities, so there is a need for JCRs to work with University to ensure any restrictions are in students interests. Reengaging returning students with JCR activities will require creative and ambitious publicity and planning from JCR officers and societies. Continuing efforts to improve the JCR's financial support for students (e.g. through the Participation Fund) will be invaluable given the financial difficulties the pandemic has created for many, alongside the continued assessment of student needs in what is still a highly Covid-affected situation to ensure JCR opportunities remain accessible. Continuing our engagement with University-wide issues, most notably reform of the SU's democratic structures, efforts to tackle exclusionary elements of Durham's culture, and the push for better JCR representation within higher university bodies, remains a priority. We hope to continue offering the "race workshops" whilst, in response to the input of Cuth's minority reps, improving our work to tackle issues</p>	
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	<p>faced by Durham's minority communities; cementing and perhaps standardising anti-racist training both within Cuth's and other JCRs will likely be a focus, given the turnover of students involved with the project. In the wake of some genuine reconciliation following issues regarding the Students Union in previous years, the possibility for collaboration between the SU and JCRs to address the issue of JCR representation within the University is now more possible than ever.</p> <p>Within Cuth's, the appointment of a new Principal presents both challenges and opportunities, but students are positive about the changes that may a change in leadership may bring; maintaining the existing strong relationship between the JCR and college staff will be key to navigating any difficulties. A new building, due to be completed by Winter 2021, presents the opportunity to both enhance the student experience of those living at Parson's Field and to improve JCR operations, in particular with the expansion of our gym. Likewise, we remain optimistic about the prospect of converting space on the Bailey for use by the JCR, and pursuing that possibility is a large priority for this year. Increasing JCR engagement with alumni to fundraise for expansion of our facilities has been strongly encouraged by college staff and, indeed, is an ongoing priority for the JCR regardless; changes of leadership within the Alumni Association have presented fresh opportunities for collaboration to be pursued this year.</p> <p>Additional comments: SWC is happy to say that we're in a better position than we were at the start of the year, and even if there are setbacks next year should be easier because of existing infrastructure. Booking form subscriptions are being cancelled, but if restrictions come back we can just repay. Still managed some positive things, with new sports and societies, Cuth's day could still go ahead in a different way but still successful. Was important to offer some events, but still being respectful of the exec and how they were coping with the situation. In the last term though things did pick up, creating a new position for alumni relations. Did manage to also put together the fashion show which was successful.</p> <p>Questions SC with summer ball being cancelled and all of what went into that, were we asked to cancel ourselves, or did the council cancel it for us?</p> <p>SWC I was called and tried to negotiate about the ball, first in regard to reducing the number (from 720 to 300), or just cancel the whole thing. You could argue the JCR made the decision to cancel, but it's not fair to say that when the position has been untenable, and the decision was not ultimately ours. Council was</p>	
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	<p>unhappy with us going ahead, and would have fined us if we went ahead. I'm not sure the council could have actually stopped it going ahead, due to the nature of the venue, but it was a combination of the council getting increasingly frustrated and more and more complaints from the local community. I did ask JC what the answer was, and haven't had a satisfying answer.</p> <p>SC Who is liable in terms of the contract?</p> <p>SWC This is an ongoing debate between us and Hardwick Hall, says we can pay a reduced fee, but the amount is still ridiculous. In contact with the head of Experience Durham who has implied that if we pay for the food they provided that should be all we're liable for. It can add up to about £14k with a lot of different companies involved, but if Hardwick Hall are not willing to hear the argument, it will be closer to £23k. We were subsidising by close to £30k anyway, so although this is a lot of money it does not put us in a dire financial situation, it is just a frustrating waste of money. Likely to become a case for AW and IC to end up sorting unfortunately.</p> <p>SB Can I use the majority of this for the charity commission? (I may cut some bits out)</p> <p>SWC Yes that's fine.</p>	
<p>1. FCO Annual Report (in absentia)</p>	<p>MW Overall budget 2021-22 This passed in a JCR meeting in June with no opposition. Had to amend the boat club budget but this passed in the next meeting so the budget has been updated accordingly. https://docs.google.com/spreadsheets/d/13Xon-Wxaczvy2_jglaKSlpFRWXm5pChxCtaInVfCtXY/e/dit?usp=sharing Changes from last year are largely focused on reducing the subs of committees with large reserves so they can start spending these properly. Welfare's budget and the participation fund were increased in November - this is reflected here. Choirs subs have increased because their income was wrong in previous years. Increase in insurance costs have been inputted.</p>	<p>21.18 IC to take a look at sabbatical officers wage</p> <p>21.19 TFM and SB to get contracts to IC and AW asap, within a fortnight latest.</p> <p>21.20 SP to pass along questions to MW</p>

	<p>Expected income from levies has been lowered to expect for a slightly different intake and level of engagement from previous years. Also takes into account the small cut Stripe take from each payment (£2.45).</p> <p>Quarterly report - March, April, May</p> <p>Management accounts</p> <p>https://docs.google.com/spreadsheets/d/1w17OtgRk6BeN8Ivar7ueZhFowmw2MjDSbGNpLr1n0FA/edit?usp=sharing</p> <p>February was updated and passed through the finance and compliance committee.</p> <p>Finance Comm are working March, April and May now - should be circulated by the end of next week.</p> <p>Next three statements:</p> <p>https://drive.google.com/drive/folders/1iQGLZAFKggGY9UVpE9nYEvG8Kp-yC-Ce?usp=sharing</p> <p>In this quarter we spent £32104.06 (including a £26016.32 to the uni for our sabbatical salaries and accommodation (Aug 2020-Mar20 21)) and received £7519.24 (£5069 being part of the composition fee from the university).</p> <p>These months were not a flurry of financial activity for us as we remained under heavy government restrictions for much of this time (so Sports and Societies and Committees struggled to spend) and 5 weeks of this period were not during term time. Spending was largely done by committees and posting people's belongings home. We were not able to put on any significant events during this time. We also did not spend any of the reserves in this time period so they remain at around £140,000 across our three reserve bank accounts.</p> <p>Annual Report</p> <ul style="list-style-type: none"> - Moving in and out of lockdowns in reflected our spending (marquees for bar, covid fund, posting belongings, participation fund, sports and socs being made free, huge events spending) - Levies slightly down, might need to increase to account for stripe fees. 	
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	<ul style="list-style-type: none">- Wrote new budget with aim to spend up more reserves (specifically sports and socs based, events subsidies return to their 2019-2020 state)- Interest on all bank accounts is very low - 0.5% because of the economic situation right now.- Still not been invoiced by the uni for mine and Saskia's salaries (April 2021 - now) so this will be a large spend coming up - despite my constant chasing of finance for this!- We need to move money from reserves accounts to account for events spending - intended to be from the reserves as passed by the trustees (we passed spending £57000 in total)- Making sports and societies free didn't end up costing a huge amount of money - around £6000 and this was partially taken from sports and societies' specific reserves.- Before I leave the role I will provide projections of our spending in June and July too in the management accounts which Isaac, my successor, can amend accordingly before the September meeting. <p>Questions:</p> <p>SR Does the budget get approved through the JCR and then comes to us?</p> <p>SB We as trustees don't approve it, but make sure the money is being spent in accordance with the charity aims and objectives, and make sure there are no obvious errors.</p> <p>SC President's salary in terms of national minimum wage?</p> <p>SB, IC can you take a look at that?</p> <p>SR University finance ought to be able to look at pensions as well.</p> <p>SB University has assured me this has been done.</p>	
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	<p>SWC It would be good if someone on the board could keep an eye on it as neither me nor MW were paid properly until Christmas.</p> <p>TFM Has everything been sorted with AW and IC your contracts?</p> <p>AW I haven't had a contract yet, neither has IC</p> <p>TFM were there any other amendments to the contract other than checking salary?</p> <p>SB no that should be all, and then can be sent across.</p> <p>SR one specific, climbing for 2021 on the original predicted expenditure was £2250 and for 2022 its £6750?</p> <p>BT I am the treasurer of climbing, and we had a significant discount from the Durham Climbing Centre, and they can't afford that anymore so we asked for a higher budget to accommodate this.</p> <p>SB will need to use some of this for the charity commission update (of the finance update)</p> <p>SR I thought it went through that the salaries had been paid to the university, but it doesn't seem to be on here?</p> <p>SWC says in the annual report that we still haven't been invoiced for this, so it is a large spend coming up.</p> <p>SR I thought it said we had been invoiced up to March? This doesn't follow with zeros across the board.</p> <p>-- This should be passed to Maddy to answer, section on page 2 of annual report says we are waiting for the invoice, but above that it says we have paid £26000 for salaries and accommodation --</p> <p>SR doesn't appear to be any expenditure from March onwards either, looks like the income has been updated but not the expenditure.</p> <p>SC I think it is currently being updated.</p>	
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<p>1. Policy Review (all policies)</p>	<p>SB What needs to be brought forward for review for the next session?</p> <p>SC I can talk through this. The policy review document is linked. On that spreadsheet, there is a proposed format for review. All policies from row 10 to 16 need to be reviewed, and would be reviewed by a pairing of external and student trustees.</p> <p>TFM Some of these have been recently reviewed?</p> <p>SC Yes some of these have been recently looked at, but this will get them all realigned. If there are any particular issues we can sort them and then bring them to the policy review section of the next full board meeting, with the idea that by next year everything will be on an annual basis.</p> <p>TFM If we haven't already, can we establish clear accountability for ensuring policies are updated to cuths.com</p> <p>SWC At the moment it is my job</p> <p>SB For me it should be an FCO responsibility, the committee agrees to it and the FCO updates the website with the right policies.</p> <p>AW I think it is the JCR chairs responsibility in the standing orders?</p> <p>BT Yes I think that is true.</p> <p>SWC I still think that the FCO comes to most trustee meetings so the line of communication is there already.</p> <p>TFM I strongly agree and advise that the JCR strongly considers this change. The FCO has direct accountability to the trustee board as an employee, but the chair has no real accountability as a volunteer, and it is a very important part of charitable governance. Ultimately this is a change that the trustees could mandate, but I don't think we should go down that road yet.</p> <p>SB Is the spreadsheet then just a case of agreeing to the review, or are we assigning policies?</p>	<p>21.21 SC to send email about which policies need reviewing (and template policy) and ask for volunteers within a fortnight.</p>
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	<p>SC If I send out an email stating what is being reviewed and ask for volunteers this could be a good approach.</p> <p>TFM As someone who has recently done a lot of these policy reviews, it is better to just get on with it, especially as for some of them the formatting is quite different.</p> <p>SC I will send round instructions in regard to a template for the policies so that they are uniform.</p>	
2. Responsibility of documentation updates	<p>As above.</p>	<p>21.22 AW and IC to consult with the JCR to see if a change of accountability from chair to FCO for the website upload</p> <p>21.23 SC to send all updated policies to the chair in the interim.</p>
3. Cuth's get home safe	<p>SP This was sorted with Welfare, SB and SWC, and needs to be passed through the board</p> <p>TFM How is GDPR looking for that?</p> <p>SP Unsure, I can check.</p>	<p>21.24 SP to email SWO about GDPR compliance for this</p>
4. Update on investigation and disciplinary hearing (Racism, policies, management of social media, wellbeing of employees)	<p>SC I appreciate this is ongoing at the moment, but would like to speak in regard to the initial part of the investigation.</p> <p>SB for the purposes of the meeting, minute no names and be sure that the processes in place from a trustee perspective and JCR exec perspective has been made sure we are looking after the organisation and the people, adn the aims and objectives of the JCR, both for the individual and the process.</p> <p>MINUTES FROM HERE TO BE KEPT CONFIDENTIAL, RESERVED BUSINESS DUE TO ONGOING PROCEDURES.</p>	<p>21.25 IC to keep a record of who has been media trained, and to ensure only they have access to the social media accounts, so they are aware of the gravity.</p> <p>21.26 IC to find the training that will be</p>

	<p>MINUTES FROM HERE NO RESERVED BUSINESS.</p>	<p>required, with the help of CM</p> <p>21.27 TFM as chair to meet regularly with sabbatical officers to promote welfare and checking in with the employees.</p> <p>21.28 TFM to write up properly a way to create line managers and points of contact for sabbatical officers, and distribute by email, to be passed in an extra meeting.</p> <p>21.29 TFM to create a new welfare policy for employees.</p> <p>21.30 TFM and SB to coordinate with incoming employees about who they can contact until the relevant policies are in place.</p>
<p>1. Nominations Update</p>	<p>N/A</p>	

<p>2. Nominations information document</p>	<p>KM You had asked for a document stating when all the external trustees were onboarded and when their term ends, which I will update to reflect today. We will need to formalise TFM no longer being chair of the FCO committee, and SR as the new chair. TFM will now sit on nominations instead of SB.</p> <p>SB I can see that four external trustees will be replaced in 2024, just for the student body to be aware of that and make the appropriate plans.</p> <p>KM Yes KB will have this document as the incoming nominations chair.</p> <p>SC We talked about this in the communities committee setting, but what EDI information are we collecting? Does monitoring this have a role in that process?</p> <p>KM I think it could come under that remit, because the chair of noms. is responsible for making sure the board is balanced.</p> <p>SC I suggest we then monitor the protected characteristics of those we recruit to the board.</p> <p>TFM When reporting protective characteristics it does need to be optional and anonymised.</p>	<p>SR as new chair of FCO committee by general aye.</p> <p>21.31 KM to put in handover about protected characteristics monitoring.</p>
<p>1. Legal Update</p>	<p>KM I know our committees are meant to meet relatively frequently, but I don't think this committee has met once.</p> <p>TFM Some of that is because we didn't have any legal expertise for a while. Perhaps it is worth saying that unless we have a specific matter to be discussed, it seems futile to meet. Legal is quite specific I suppose.</p> <p>SWC This year has been an oddity, like normally we would have event contracts etc. Probably should meet once a term, with the president and social chair to track events. My knowledge of the trustee board is that legal issues arise before and after events, and this could be handled case by case, but worth bearing in mind that the work is in bursts.</p> <p>TFM I will speak to GH and chase this up then.</p>	

1. Governance Update	<p>SB When we upload the annual report and finances, I will also have to declare if there have been any investigative procedures. It can be anonymous, but I will do a summary of the procedure, and share it before I submit it.</p> <p>SWC I'm fairly sure the university requires some oversight of this as well. We have yet to sign the SLA, but within that it states that at the end of the year we should give reports to the university, as they may ask about whether we have had investigations in the last year.</p> <p>SB I don't think they need oversight beforehand, but just need to be kept abreast.</p> <p>SC SLA means service level agreement -- contract between us and the university.</p>	
2. Membership Update	<p>Incoming and outgoing student reps and employees</p> <p>SB steps down as chair, TFM steps up</p> <p>TFM no longer chair of FCO, SR chair of FCO</p> <p>SC are all student trustee positions filled?</p> <p>Nods</p> <p>SB I will update the charity commission.</p>	
1. BCP Strategy	Previously discussed.	
1. AOB	SC Wants to take the opportunity to thank the outgoing positions.	

	<p>SB Thank you to all for involvement, thank you and goodbye to outgoing folk, thank you and hello to incoming folk.</p> <p>CM How do we contact AW and IC?</p> <p>AW and IC currently on university addresses, and will swap over to president@ and fco@ on 1 August.</p> <p>Email addresses added to Zoom chat.</p> <p>TFM Do we have personal emails for SWC and MW in case there's any employment things to cover when your terms have ended?</p> <p>Email addresses to be sent to TFM.</p> <p>Meeting concludes.</p>	
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