**CSU TRUSTEE BOARD MINUTES 2023/24**

**Meeting on Tuesday 21 November 2023 at 5.30pm – Microsoft Teams**

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| **Members:**Ellie Smith – President (Chair)Jack Sanderson – Vice President EducationTom Scott – Vice President Student Life Toluwani Aliu – Student TrusteeDennis McGinley – Student TrusteeYoussef Sennou – Student Trustee | **In attendance:**Scott Farmer – Interim CEOKim Lloyd – Head of Membership ServicesBen Hockley - Head of Business SupportAlison Hewitt – Administrator**Apologies:**Jeannie France-Hayhurst – Lay Trustee |

Welcome from Chair and apologies received from JF-H. Introductions were undertaken.

1.0 **Introduction**

1.1 Approval of the previous minutes 31 January 2023 and 30 March 2023.

* Both sets of minutes were approved.

1.2 Review matters arising from Action Log

* Confirmed no further actions on Action Log.

1.3 Conflicts of Interest

* No conflicts were declared for this meeting.

2.0 **Governance**

2.1 Confirm Chair and Vice-Chair of Trustee Board

* Board appointed Ellie Smith as Chair of the Trustee Board of until such time as the Board resolves otherwise. Deputy Chair will be decided at next meeting due to quoracy not being met.

2.2 Appointment and Resignation of Trustees

* Lauren Friel, Jordanne Farley-Moss and Lois Garnett have resigned as directors of the Company.
* The meeting noted that Ellie Smith, Jack Sanderson and Tom Scott had given their consent to act as directors of the Company.
* The meeting RESOLVED to:
	+ appoint Ellie Smith, Jack Sanderson and Tom Scott as directors of the Company to take office from 1 July 2023.
	+ approve the resignations of Jordanne Farley-Moss (30 April 2023), Lauren Friel and Lois Garnett (30 June 2023) and Ollie Kasper-Hope (23 August 2023) as directors.
	+ Confirm the Student Trustee appointments of Dennis McGinley, Toluwani Aliu and Youssef Sennou from 21 November 2023.
* The Board unanimously agreed to award Honorary Life Membership of Chester Students’ Union to each of Lauren Friel, Jordanne Farley-Moss and Lois Garnett.

2.3 Plan for Appointments of Trustee Board

* Recruitment of new Trustees will commence in the New Year.

2.4 Strategic and Operational Plan 2023/24

* Discussed at Turnaround Board meeting.

3.0 Strategic

3.1 Verbal update from Turnaround Board discussion

* SF briefed that this was an open discussion item for Trustees.
* JS stated that although there were items that would be returned to a future meeting of the Turnaround Board before approval took place, reasonable progress had been made.
* SF agreed that the two large items of Articles of Associated and By-Laws was not a quick decision and there would be time to return to these before AGM.

3.2 Approve Election Timetable and Returning Officer

* Paper confirmed the Returning Officer as Peter Robertson from NUS and Deputy Returning Officer as Scott Farmer, CSU Change Director and Interim CEO for the Elections.
* Proposed schedule of dates were approved.

4.0 Financial Scrutiny

4.1 Management Accounts

* Discussed at Turnaround Board meeting.

4.2 Final Accounts 2022-23

* Discussed at Turnaround Board meeting.

4.3 Confirm Independent Examination Auditors for 2023/24

* BH stated the recommendations would be to instruct Dains again to undertake the Independent Examination for 2023/24. This would go to AGM for approval.

5.0 AOUB

5.1 AOUB Items – no items

6.0 Forward Planning

6.1 • Trustee Board - Tuesday 19 March 2024 at 5.30pm-6pm

• Trustee Board - Tuesday 25 June 2024 at 3.30pm-5.30pm

7.0 Reflection Time

7.1 Board members to reflect on Board meeting