

DSU Board of Trustees Minutes

Meeting One of the academic year 2024-25

Thursday 15th August 2024 / The Pod/TEAMS

Members	Initials	Meeting 1 15.08.24	Meeting 2 11.11.24	Meeting 3 27.01.25	Meeting 4 07.04.25	Meeting 5 23.06.25
Geoff Kershaw (Chair)	GK	✓				
Phil Gilks	PG	A				
Beverley Shears	BevS	✓				
Rita Bullivant	RB	✓				
Shreeya Dubal	SD	A				
Destiny Mazaiwana	DM	A				
Adetutu Fafore	AF	A				
Komal Shahzadi	KS	✓				
Adejumoke (Fluffy) Adewola	AA	✓				
Gurupriya (Priya) Karasala	PK	✓				
Ramish Ayub	RA	✓				
Judith Olurankinse	JO	✓				
Sarah Bradley (CEO)	SB	✓				
Paula Heneghan (Clerk and HOF&CS)	PH	A				
Andy Reynolds (HOIG&M)	AR	A				
Amy Horner (HOMS)	AH	✓				
Catherine Searcy (Minutes)	CS	✓				

Key: "✓" = Present, "A" = Apologies given, "N/M" = Non-member, "P" = Partial attendance, 'X' = Non-attendance

Formal

Item	Discussion	Actions
1. Introduction/Apologies for Absence/Conflict of Interest	Apologies from PH, AR and PG.	
2. Minutes of the previous meeting	No comments/amendments. Minutes approved by all.	
3. Action Log and Matters Arising (5 minutes)	Action log updated.	
4. Delegated Authority Matrix annual review and approval	SB: Every year ask trustees to review and approve the delegated authority matrix. All trustees approved.	
5. Annual Trustee Skills Audit annual review and approval	Will be looking at in more detail later in day.	
6. Trustee Code of Conduct annual review and approval	Approved. ACTION: Trustees all to complete for this academic year whilst at Away Day.	ALL
7. Conflict of Interest policy review and approval	Approved. SB suggested sending any documents requiring signature be sent via post to External Trustees going forward. Papers for reading to remain sent via email/shared online.	PH/CS
8. Annual Schedule of Business approval & Conflict of Interest declarations	Approved.	

Other items

9. Subcommittee reshuffle,	SB: Reminder to Trustees that opportunity annually to reshuffle the sub-committees.	
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Subcommittee Chair & Deputy Chair vote	ACTION: SB has sent round information on voting for this before the Away Day – deadline is Monday 2nd September.	ALL
10. Risk Register updates (and substantial changes will be raised at Board)	SB has reviewed but no updates.	
AOB	Next meeting is November – auditors will be in attendance and will be asking them to attend in person.	

Meeting closed

Items for receipt (not discussion)

Future Meetings:

Date	Meeting	Information
Monday 4th November 2024	People & Culture Sub-Committee	1:30pm - 3:00pm TEAMS
Monday 11th November 2024	Commercial & Development Sub-Committee	1:30pm – 3:00pm TEAMS
Monday 25th November 2024	DSU Trustee Board	4:30pm - 7:30pm In person or via TEAMS
Monday 3rd March 2025	People & Culture Sub-Committee	1:30pm - 3:00pm TEAMS
Monday 10th March 2025	Commercial & Development Sub-Committee	1:30pm - 3:00pm TEAMS
Monday 7th April 2025	DSU Trustee Board	4:30pm – 7:30pm TEAMS/In person

Monday 2nd June 2025	People & Culture Sub-Committee	1:30pm - 3:00pm TEAMS
Monday 9th June 2025	Commercial & Development Sub-Committee	1:30pm - 3:00pm TEAMS
Monday 23rd June 2025	DSU Trustee Board	4:30pm - 7:30pm In person or via TEAMS

DSU Trustee Board Action Log 2024/25

Date action added	Action Reference	Action Required	Notes	Action Lead	Target Date for completion	Status
15.08.24	6. Trustee Code of Conduct annual review and approval	Trustees all to complete for this academic year whilst at Away Day.		ALL		Ongoing
15.08.24	9. Subcommittee reshuffle, Subcommittee Chair & Deputy Chair vote	SB has sent round information on voting for this before the Away Day – deadline is Monday 2 nd September.		ALL	02.09.2024	Ongoing