

Trustee Board Meeting – Minutes

Date: Thu 19 Jun 2025

Trustee Board Meeting Time: 2 – 4.30pm

Venue: 5.20 Senate House and online

Trustee Members - Full-Time Officers

Bakhtawar Javed (BJ)	International Students Officer
Ella Lovibond (EL)	Sport & Student Development Officer
Gurvin Chopra (GC)	Postgraduate Education Officer
Katie Poyner (KP)	Union Affairs Officer (Co-Chair of FARG)
Linlu Ye (LY)	Equality, Access and Liberation Officer
Lucy Pears (LPe)	Student Living Officer (Co-Chair of P, C & EDI)
Mia Stevens (MS)	Undergraduate Education Officer

Trustee Members – Student Trustees

Kreeshi Shavdia (KS)	Student Trustee (Co-Chair of FARG)
Leonardo Coppi (LC)	Student Trustee (Co-Chair Trustee Board)
Sude Capoglu (SC)	Student Trustee
Varenja Mehrotra (VM)	Student Trustee

Trustee Members – Co-opted/Nominated Trustees

Allan Allison (AA)	Co-opted Trustee
Helen West (HW)	Co-opted Trustee
Shades Chaudhary (SCh)	Co-opted Trustee
Steph Harris (SH)	Co-opted Trustee (Co-Chair of P, C & EDI and Co-Chair Trustee Board)
Lucinda Parr (LP)	Nominated Trustee

In Attendance

Ben Pilling (BP)	Chief Executive
Suzanne Doyle (SD)	Governance and L&D Manager and Clerk
Hannah Khan (HK)	Governance and Complaints Administrator
Christy O’Sullivan (CO’S)	Director of Community and Opportunity (item 11 on the agenda)
Keith Feeney (KF)	University Legal Contact
Jessie Yeung (JY)	Incoming International Students Officer
Sharan Khemlani (SK)	Incoming Postgraduate Education Officer
Ismail Zarif (IZ)	Incoming Student Trustee
Shubham Kulkarni (SKu)	Incoming Student Trustee

These papers and discussions are confidential within the trustees and staff at the meeting.

Agenda items from People, Culture & Equality, Diversity and Inclusion (EDI) Committee and Finance, Audit, Risk and Governance (FARG) Committee which need approving, go to the full trustee board meetings for approval.

All the papers are in the **Trustee Meetings folder** on the Trustee SharePoint site as well as in the agenda below.

No	Item	Lead
STANDING AGENDA ITEMS		

1	Welcome, introductions and apologies	Chair
1.1	Trustees NOTED welcome from the Chair Steph Harris (SH). SH explained that the incoming trustees are here as observers and are more than welcome to ask questions but can't vote on any items.	
1.2	Trustees all introduced themselves. This is Allan Allison's (AA) first meeting, and some of the new student and full-time officer trustees are in attendance. As Noelle Rumball (NR) resigned as a trustee on 10 th May 2025 (she had completed 9 years which is the maximum) she has been removed from the agenda and Companies House and Charity Commission.	
1.3	Trustees NOTED trustee members present. <div> <div>Bakhtawar Javed (BJ)</div> <div>International Students Officer</div> </div> <div> <div>Ella Lovibond (EL)</div> <div>Sport & Student Development Officer</div> </div> <div> <div>Gurvin Chopra (GC)</div> <div>Postgraduate Education Officer</div> </div> <div> <div>Katie Poyner (KP)</div> <div>Union Affairs Officer (Co-Chair of FARG)</div> </div> <div> <div>Linlu Ye (LY)</div> <div>Equality, Access and Liberation Officer</div> </div> <div> <div>Lucy Pears (LPe)</div> <div>Student Living Officer (Co-Chair of P, C & EDI)</div> </div> <div> <div>Mia Stevens (MS)</div> <div>Undergraduate Education Officer</div> </div> <div> <div>Kreeshi Shavdia (KS)</div> <div>Student Trustee (Co-Chair of FARG)</div> </div> <div> <div>Sude Capoglu (SC)</div> <div>Student Trustee</div> </div> <div> <div>Varenya Mehrotra (VM)</div> <div>Student Trustee</div> </div> <div> <div>Allan Allison (AA)</div> <div>Co-opted Trustee</div> </div> <div> <div>Helen West (HW)</div> <div>Co-opted Trustee</div> </div> <div> <div>Shraddha Chaudhary (SCh)</div> <div>Co-opted Trustee</div> </div> <div> <div>Steph Harris (SH)</div> <div>Co-opted Trustee (Co-Chair of P, C & EDI+Co-Chair Trustee Board)</div> </div> <div> <div>Lucinda Parr (LP)</div> <div>Nominated Trustee</div> </div>	
1.4	Trustees NOTED those in attendance present. <div> <div>Ben Pilling (BP)</div> <div>Chief Executive</div> </div> <div> <div>Suzanne Doyle (SD)</div> <div>Governance and L&D Manager and Clerk</div> </div> <div> <div>Christy O'Sullivan (CO'S)</div> <div>Director of Community and Opportunity (item</div> </div> <div> <div>Keith Feeney (KF)</div> <div>University Legal Contact</div> </div> <div> <div>Jessie Yeung (JY)</div> <div>Incoming International Students Officer</div> </div> <div> <div>Sharan Khemlani (SK)</div> <div>Incoming Postgraduate Education Officer</div> </div> <div> <div>Ismail Zarif (IZ)</div> <div>Incoming Student Trustee</div> </div> <div> <div>Shubham Kulkarni (SKu)</div> <div>Incoming Student Trustee</div> </div>	
1.5	Trustees NOTED apologies from: <div> <div>Leonardo Coppi (LC)</div> <div>Student Trustee (Co-Chair Trustee Board)</div> </div> <div> <div>Hannah Khan (HK)</div> <div>Governance and Complaints Administrator</div> </div>	
1.6	Trustees NOTED the meeting will be recorded for the purpose of those not able to attend and to support the minutes. The recording will be deleted in 14 days.	
1.7	Trustees DECLARED no other business, apart from the Chair had other business.	
2	Register and Declarations of Interests	Chair

2.1	Trustees RECEIVED and NOTED the Register of Interests. NR has been removed, AA has been added, and LP has added a new interest in red.	
2.2	LPe mentioned that she is not a Bristol Bears contracted player as is highlighted on the Register of Interests. This was a mistake and will be removed.	
2.3	VM mentioned that under employers she now works at the University of Bristol Temporary Staffing Service (Student Services Ambassador) and under membership of any groups or organisations is a Student Advisor at University of Bristol Law Clinic and President of Bristol Indian Society. These will be updated.	
2.4	SH declared a conflict relating to the agenda item, which was also highlighted at the last Trustee Board meeting as she is currently an Honorary Life Member of the SU but agrees with the new proposal.	
3	Minutes of Last Meeting	Chair
3.1	Trustees RECEIVED the minutes of the last Trustee Board Meeting on 28 April 2025.	
3.2	DECISION: Trustees approved the minutes of the last Trustee Board Meeting on 28 April 2025.	
4	Actions and Matters Arising	Chair
4.1	Trustees RECEIVED and NOTED the actions and matters arising from the minutes.	
4.2	Trustees noted that 8.7 in the Action register has been completed and is highlighted in the live Action Register and the two actions 9.3 (will be completed by July) and 9.4 (has been completed)	
4.3	Trustees received an update on the serious incident report for the Charity Commission in relation to action 4.4 from 28/04/2025. The Charity Commission received our responses to their questions and were happy for the recent incident to be closed.	
4.4	The live Trustee Action register was provided for info which includes completed actions.	
5	End of Year Officer Report	Officers
5.1	Trustees RECEIVED and NOTED the officer team’s end of year report.	
5.2	Officer team were thanked by trustees and staff for their fantastic report and all their hard work this year. They worked really well collaboratively and strategically as a team, and have achieved so much together. The university have really enjoyed working with the officer team.	
5.3	The reason for bringing this report to the board is to have oversight of the work of the officer team, a chance to ask questions and engage with the work the officers are doing.	
5.4	Officers highlighted they are more data led in their work, especially around Postgraduate data. Receiving 40% response rate from the Postgraduate Research Experience Survey (PRES) is so useful in knowing and understanding what postgraduate students want.	
5.5	When BJ took on the role, they did not have a predecessor. One of their biggest challenges was establishing the International Officer role and creating networks and relationship building.	

5.6	One of BJ's successes was lobbying the interest of international students within the university and research within the Russell Group which received 5,000 responses to the survey. This information was presented to Members of Parliament and the House of Lords to lobby the government about international students.	
5.7	LC was unable to be at the meeting but wanted to say what a genuinely impressive report and it speaks to the cooperation and effort of the officer team. A massive congratulations to you all.	
6	Senior Management Team (SMT) Operational Report	BP
6.1	Trustees RECEIVED and NOTED the SMT Operational Report. The report is an oversight and insight into the SU operations and activities. It is produced by the Directors and Chief Executive, and trustees find it useful.	
6.2	There was a question about the two major change projects – Associate Memberships and Student Group Project and whether there is adequate capacity to implement the changes needed.	
6.3	There will probably be some reactive elements with the Associate Membership changes, and this may take some staff time initially.	
6.4	The other project is now called the Student Group Support and Governance Review and is about changing a one size fits all to a more tailored approach to free up staff time to do more relationship building with some groups. It will take the whole of next year to achieve and there will be an update at the next year. In the long term it will reduce admin workload but increase relationship building with student groups.	
7	Co-Chairs Report	SH
7.1	Trustees RECEIVED and NOTED the Co-Chairs Report 2025.	
7.2	The report was written by LC as NR left in May after 9 years and SH took over the role mid-May. As LC was unable to be at the meeting, SH went through the report.	
7.3	SH explained the Co-Chair arrangement to the board, where we have a Co-opted and a Student or Officer trustee as Co-Chairs, and this arrangement is reviewed every year to ensure it works.	
7.4	LC feels the Co-Chairing model has real benefits, especially ensuring there is a dual voice with the student and someone with a range of professional experience. It requires good communication and teamwork between the two Co-Chairs.	
7.5	Trustees asked whether it is better for the Co-Chairs to interview trustees separately or together. It was felt it would be good to try and talk to the trustees together all the time but recognise the workload of the Co-Chairs and this might not always be practical and for the Co-Chairs to decide what is best for them.	
7.6	Trustees asked about training for the Co-Chairs. Both Co-Chairs (along with Committee Chairs) are offered external training/support/coaching, whatever is relevant for them.	
8	Co-opted Co-Chair Approval Student/Officer Co-Chair Recommendation	Chair

8.1	Trustees RECEIVED and NOTED that the Co-opted Co-Chair SH was approved by the Board at the start of the year to be the Co-opted Co-Chair once NR stepped down in May 2025 but we would normally approve that at this meeting, as mentioned in the Board Rules.	
8.2	SH left the room while the trustees voted.	
8.3	DECISION: Trustees approved SH to be the Co-opted Co-Chair	
8.4	Trustees RECEIVED and NOTED that we need to recommend a Student or Officer Co-Chair for the following year.	
8.5	The Student or Officer Co-Chair is recommended to the board so that we can start working with them to plan next year and they are then formally approved at the first board meeting.	
8.6	Trustees noted there was only one person interested in the role – VM. VM left the room while the trustees voted.	
8.7	Decision: Trustees approved recommending VM to the Board next year to be the Student Co-Chair.	
8.8	The role of the Co-Chairs was explained to the new trustees. The Co-Chairs don't have different authority to the board, but they have a few extra powers which are highlighted in the Schedule of Delegation – additional spend outside of the budgeting cycle, dealing with a difficult staffing matter.	
8.9	The Co-Chairs meet with the Clerk and Chief Executive and key staff to create the forward plan for the year, sign off key documents on behalf of the board, and take part in the Chief Executive Appraisal each year. The Co-opted Co-Chair is quasi line manager for the Chief Executive and holds their monthly 1:1 meetings to discuss performance, wellbeing, learning & development and any other issues where the Chief Exec may need support or advice.	
9	Board Effectiveness Review Action Plan	SD
9.1	Trustees RECEIVED a paper on the recommendations from the Board Effectiveness Review which took place.	
9.2	In line with good governance, the SU aims to review its board effectiveness regularly, and in May 2025 our most recent review was completed. The paper summarised the process, highlights the findings and mentions the recommendations and priorities which were discussed in May.	
9.3	The recommendations were split into some quick wins, things we could do by September or at the Awayday, some priority areas to work on next year and a few the year after.	
9.4	Nearly all the quick wins have been achieved already.	
9.5	Trustees split into two groups to discuss:	
9.5.1	Questions which came from the review and will help shape next year's board meetings: <ul style="list-style-type: none">• Increase length of meetings (up to 3 hours) vs more meetings (currently 4 plus 1 remuneration)• Hybrid option for all meetings (in person ideally but online if needed) vs Some meetings all	

	<p>in person and some all online</p> <ul style="list-style-type: none"> Trustees to sit on both committees vs trustees sit on one committee only
9.5.2	Draft agenda items for the Trustee Awayday.
9.6	DECISION: Trustees agreed to keep the number of meetings to 4 a year plus 1 for remuneration committee and if another meeting is needed that can be added in.
9.7	DECISION: Trustees agreed the meetings could be up to 3 hours to include more discussions (agenda dependent) but around 2 hours 30 also felt a good length of time.
9.8	DECISION: Trustees agreed that in person meetings were important but with the flexibility of hybrid if needed, like we currently do but the Awayday to always be in person.
9.9	DECISION: Trustees agreed that all trustees need to sit on one committee, but trustees can sit on the other committee as well (considering their workload and seeing items through different a different lens).
9.10	DECISION: Trustees agreed the draft agenda for the Trustee Awayday to include: risk and decision making and creating the forward plan, and if time allows to discuss culture and potentially strategy (as well as teambuilding and getting to know each other)
9.11	One of the quick wins from the review was to add in a section on trustee responsibilities to the Safeguarding Policy. The policy was sent to Shades Chaudhary (SCh) and Allan Allison (AA) to also review as they have expertise in this area. They suggested some other amendments to the policy which will be discussed at the first board meeting.
9.12	DECISION: Trustees approved the recommended wording to add to the Safeguarding Policy around the Trustee Responsibilities
9.13	Trustees RECEIVED the Board Effectiveness Review Action Plan, which came out of the workshop. It highlights responsibilities, deadlines, and the setting up a couple of working groups.
9.14	DECISION: Trustees APPROVED the Board Effectiveness Review Action Plan
9.15	Trustees noted a clarification at the bottom of the paper on a couple of questions which were raised as part of the governance review on the role of the University Finance and Legal Contact and how the Forward Plan and agenda items are created and managed.
BREAK	
10	Strategy 2025 - 2028 Approval
	BP
10.1	Trustees RECEIVED the draft strategy 2025 - 2028
10.2	BP gave a presentation on reflections on the current strategy which was a series of seven enabling strategies and how we can be better at those areas as an SU that will help us achieve our mission. We achieved a lot and there were some significant changes.
10.3	The new strategy speaks more directly to student needs and issues.

10.4	There were discussions from the strategy project group around the strategy being 3 years (length of time some members are with us) and it was felt that 3 years was suitable for this strategy. Some areas in this new strategy were not priority areas when we wrote the last one. The last strategy generated a lot of change and there was a discussion about getting the balance right of change versus day-to-day delivery and continuity and the new strategy to be around quality of outcomes.
10.5	The strategy work started in Sep 2024 with various stakeholder groups included in the discussions and trustees were engaged through board meetings and committees and the strategy workshop in April. 2,700 students took the survey which was specific to the new strategy but all data and evidence we have collated over the years about student needs and wants has helped shape the new strategy.
10.6	Five themes have been identified in the new strategy – Connected Communities, Financial Accessibility, Empowered Changemakers, Supported Student Leaders and Inclusive Engagement underpinned and enabled by a Strong Students' Union.
10.7	Strategic target measures have been identified for the new strategy. Some of the areas are about maintaining the current level, some are about increases e.g. NSS score and some are new areas around impact.
10.8	Trustees discussed the terminology of inclusive engagement. Feels like there is an expectation that all students want to be included and through prioritising some areas of student focus, other student groups have felt excluded. However, aiming to include one group doesn't mean you can't include another group.
10.9	In the new strategy we want to understand who the different groups are, to try and support all groups. We aren't going to shift our priority from one disadvantaged group to do more for groups who aren't historically disadvantaged but do still need support, communities and wellbeing.
10.10	There was a discussion about whether the titles were right – instead of inclusive engagement is it about addressing differential experiences at the SU.
10.11	ACTION: BP to consider if inclusive engagement is the correct title for that theme and if any trustees have any ideas on other wording to contact Ben asap – BP /Trustees
10.12	There was a question around measures as it currently says, "above 90%, with a survey response rate of at least 10%" Does 10% feel enough? Currently the survey reaches about 2,700 students, a bit less than 10%. When talking about differential experiences is repurpose of sampling a better method of collection and testing that data rather than a 10% that's bigger. Use a sample where you select a subsection that almost represents nearly that student body.
10.13	ACTION: To take the suggestions around sample size to the Research Team to ensure the response rate feels more robust than just saying 10%, making sure we get a representative sample - BP
10.14	Trustees mentioned about SU finances and the nature of commercial partnerships and how it balances against SU charitable objects and whether ethical criteria is being applied to those commercial partnerships as we considered when creating our Investment Strategy.
10.15	There was a feeling we could be more commercial in our commercial partnerships, for example discounts for students and making life cheaper for students but leveraging the kind of collective buying power and working with partners within the city.

10.16	We have an External Organisations Policy which reflects the Ethical Investment Policy and highlights who the SU can and can't work with, ensuring the partnerships align with our values and motions passed at Student Council or the AMM.	
10.17	Trustees discussed the strategic indicator around the NSS score. Students don't always feel the SU represents their academic interests so is there a way we can make more visible and link parts of the strategy to the academic link so articulation of the themes to match the measure around NSS, possibly as part of the Empowered Change Makers theme. Create bullet points under the theme to help students associate the work of the SU with representing their academic interests.	
10.18	ACTION: To take away the suggestion around altering the wording on the strategy to help students associate the work of the SU with the NSS question around the SU representing their academic interests and consider adding in about payment of faculty reps and changes to the academic rep structure – BP	
10.19	BP ran through next steps which were highlighted in the paper and an update will come back to the Board next year.	
10.20	Trustees thanked Ben Pilling and the project team and in particular Nicola Harrison who has done a huge amount of work on the Strategy project	
10.21	DECISION: Trustees APPROVED the new strategy 2025 to 2028.	
11	Associate Membership Risk Management	CO'S
11.1	Trustees RECEIVED the risks and risk register for this project.	
11.2	The Associate Members update was presented by Christy O'Sullivan (CO'S), who was in attendance for this item. The board accepted the recommendation at the last board meeting to make some changes to the Associate Membership.	
11.3	The team has identified some groups they need to work with and created a project plan.	
11.4	This item is about the risks which have been identified with this change, how they have been rated and managed as change management projects always carry a degree of risk and some risks will be hard to mitigate so trustees need to feel comfortable with that but short term risks outweigh the risk of continuing with the current system.	
11.5	The key risks around buy in from students that these changes are in the student interests and communication is key to support student groups with this and a byelaw change will be needed as Associate Members are mentioned throughout the Byelaws.	
11.6	DECISION: Trustees felt that the relevant risks are captured and that the levels are correct.	
11.7	Trustees thanked the team as it is a big piece of work.	
11.8	There is a comms plan, and the officers and senior management team are working closely on this to support the officer team if they receive any questions or comments.	
11.9	The Byelaws will need to reflect the changes to be made. Two proposals were suggested to address the section of the Byelaws which mentions Associate Memberships: Proposal 1:	

	<div>1) Currently Associate Membership is only accepted to become an Associate Member based on approval from the trustee board. The Board of Trustees cease to offer the approval of any further Associate Memberships and that the ones in place will expire in the next month</div> <div>2) A Byelaw change to be proposed in October 2025 at Student Council.</div> <div>Proposal 2: Trustees to alter the Byelaws to remove Associate Memberships</div>
11.10	Both of the proposals were discussed.
11.11	DECISION: Trustees agreed to exercise their right to not approve any more Associate Memberships and for a change to the Byelaw to be proposed to Student Council in Oct 2025
11.12	There is another SU we are aware of who has removed their Associate Memberships and CO'S and Jemma Harford are discussing with the SU about how this worked.
11.13	We will remove the option to become an associate member on the website and there will be communication on our website about this. There will be an alternative route to become a Coach or Instructor if you fulfil the criteria.
11.14	DECISION: Trustees APPROVED the risks and risk register for this project.
11.15	It was also highlighted that Life and Honorary Members will be managed differently at a later stage as there is very little, if any risks associated with them currently
11.16	Trustees were reminded that this is confidential until this outcome has been announced to the student body.
Committee Updates	
12	Oversight Group – Code of Conduct and End of Year Report <div>BP/SH</div>
12.1	Trustees RECEIVED and NOTED the Oversight Group Code of Conduct and End of Year Report.
12.2	Trustees RECEIVED and NOTED the minutes from the Oversight Group meeting on 5 June 2025.
12.3	BP gave an overview of the project. There were 42 recommendations which came out of the review, which initiated more reviews and the project was supported by staff and the Trustee Oversight Group. There have been 32 actions completed, all bar one of the most important actions has been completed, and cases and safeguarding, are being handled more effectively.
12.4	Trustees noted that Katie Poyner (KP) isn't part of the Trustee Oversight Group which was mentioned in the report
12.5	DECISION: Trustees approved that the Trustee Oversight Group is to be disbanded
12.6	DECISION: Trustees approved that the outstanding roadmap recommendations (F, I, S, Z, AE & AF) are transferred to the Trustee Action Register for monitoring.
12.7	DECISION: BP went through the changes which the Trustee Oversight Group recommended, and Trustees approved these changes to the roadmap recommendations which are outlined in the report

12.8	ACTION: To transfer the outstanding roadmap recommendations (F, I, S, Z, AE & AF) to the Trustee Action Register for monitoring – Hannah Khan (HK)	
12.9	The Chair thanked the Trustee Oversight Group for all their hard work and support with this project.	
13	People, Culture and EDI Committee Update	Co-Chair - SH
13.1	Trustees RECEIVED an update from the People, Culture and EDI (PCEDI) Committee on 15 May 2025 from the Co-Chair Steph Harris (SH).	
13.2	Trustees NOTED the minutes and items which were discussed	
13.3	DECISION: Trustees APPROVED the following, which P, C & EDI Committee approved and recommend to the full board for approval: <ul style="list-style-type: none"> a) The previous minutes of People, Culture and EDI Committee on 18 Mar 2025 b) The Trustee Expenses Policy c) The Staff Capability Policy d) The Staff Redundancy Policy (some amendments agreed at the meeting to be made and are in the minutes) 	
13.4	DECISION: Trustees APPROVED the recommendation from P, C & EDI Committee to FARG Committee, that a 2 – 2.5% pay increase be considered for affordability. BP confirmed that the draft budget has included 2.5%.	
13.5	PCEDI Committee also discussed the implications of the Supreme Court judgement and interim guidance. They asked BP and the Executive Leadership Team to consider any actions we need to take as an SU.	
13.6	BP explained that we have done an internal review and have a couple of concerns about compliance and are speaking to our lawyers.	
13.7	One area is the definition of a woman in our Byelaws, student groups who have woman in their title and their membership, sports clubs and one of our staff policy – Trans and Non-Binary Policy around facilities.	
13.8	We have discussed the urgency of updating this work and if changes need to be made where trustee approval is needed that this could be done via email and then ratified at the first board meeting.	
13.9	The Equality and Human Rights Commission (EHRC) has currently put out some interim guidance which isn't very clear and there is a consultation happening at the moment until 30 th June 2025. They have put up what their new guidance will be, which is detailed and answers some of the questions people have. EHRC guidance isn't the law, but there is enough law to help us understand this.	
14	Finance, Audit, Risk and Governance (FARG) Committee Update	Co-Chair - KP
14.1	Trustees RECEIVED an update from the FARG Committee on 22 May 2025 from the Co-Chair Katie Poyner (KP).	
14.2	Trustees NOTED the minutes and items which were discussed.	

14.3	DECISION: Trustees APPROVED the following, which FARG Committee approved and recommend to the full board for approval: <ul style="list-style-type: none"> a) The Internal Financial Controls and Charity Commission Checklist – CC8 and Fraud Risks Review Appendix 2. CC8 checklist 2025.pdf b) The Reserves Policy c) Budget 2025 – 2026 includes the 2.5% cost of living increase for staff d) The previous minutes of FARG Committee on 25 Mar 2025 e) Amendments to the Disciplinary Policy which were emailed to the committee for approval f) The Trustee Code of Conduct g) The Staff and Trustee Conflicts of Interest Policy 	
15	For Info	All
15.1	Trustees RECEIVED the trustee attendance 2024 – 2025 Register for information.	
16	AOB	All
16.1	Trustees RECEIVED some other business.	
16.2	Trustees NOTED that the Auditors Declaration Form will be going out early next week and needs to be completed asap – especially those who are leaving the Board on Friday 27 th June 2025	
16.3	Trustees who are leaving were asked to complete the Exit Survey before Friday 27 th June 2025	
16.4	Trustees who are continuing next year were asked to complete the Board Effectiveness Survey asap	
16.5	The Chair thanked the Board for all their hard work and discussions throughout the year.	
16.6	The Chair thanked Suzanne Doyle (SD) and Hannah Khan (HK) and the wider staff body for all their hard work over the year	
16.7	The Chair thanked the trustees who are leaving (Leonardo Coppi (LC), Sude Capoglu (SC), Gurvin Chopra (GC) and Bakhtawar Javed (BJ) for all their hard work, discussions and input into the board, especially LC who was the Co-Chair. They were all presented with a gift and card.	
16.8	Trustees were reminded that they were all invited for a drink after the meeting.	

Approved by:

Name: Steph Harris, Co-Opted Co-Chair

Signed: S Harris

Dated: 29 Jun 2025

Key Documents:

Annual Statement of Legal Compliance – reviewed annually .

Articles – our governing document which includes our Charitable Objects (our purpose).

Byelaws – one of our governing documents. They are a set of rules and regulations that govern how the union operates.

Conflicts of interest: a guide for charity trustees (CC29) – from Charity Commission.

Education Act 1994: Code of Practice – This is the responsibility of the University. This is reviewed annually by the university and Bristol SU.

Management Accounts – are circulated monthly to trustees, management group and the University Contact.

Policy Library – All policies are reviewed and approved regularly at the relevant meeting and then formally approved by full Trustee Board.

Risk Register – The Risk Register is monitored and reviewed by Management Team and updates are shared quarterly with Trustees at the committees.

Trustee Board Forward Plan 2024 - 2025

Trustee Expenses Form and Policy