

**TRUSTEE BOARD – Matters Arising - Actions Tracker**

Meeting(s)	Minute	Action	Responsible	Progress
23 June 16	8	<b>Council Reform Work Plan</b> To provide an update in 6 months' time on how the reforms are working.	Council chair	To be circulated ahead of next 29 June meeting.
27 October 2016	9.1	<b>Alumni</b> To look at other UK institutions to see how they support large internal offerings	Union President	Verbal update in 29 June meeting Matter Arising
01 February 2017	6.2	<b>Governance Chair</b> Arrange a meeting to confirm appointment of new Governance Chair	Managing Director	Verbal update in 29 June meeting Matter Arising
01 February 2017	8.3	<b>Felix Review</b> NA to contact Luke Blair and arrange review.	Union President	Verbal update in 29 June meeting Matter Arising
01 February 2017	10.9	<b>People Management Strategy</b> To report at next meeting	Managing Director	Verbal update in 29 June meeting Matter Arising
01 February 2017	12.3	<b>Annual Board Agenda</b> Add in other key committee dates and timelines	Managing Director	TBC
01 February 2017	19.5	<b>Democracy Review</b> To circulate for Board comments once completed	Union President	NA to circulate paper ahead of 29 June meeting

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24 May 2017	4.19	<b>College Executive Report at May Board Meeting</b> Key members of College Executive to be invited to report to Board annually at May Meeting/	Admin Support Manager	To be added to May 2018 Agenda
24 May 2017	7.7	<b>Management Accounts</b> To be appended to Board papers	Admin Support Manager	To be included in papers for 29 June meeting
24 May 2017	7.8	<b>Monthly Finance Report</b> MM to circulate monthly finance update to Board	Finance Manager	Ongoing from June 2017
24 May 2017	7.16	<b>Health &amp; Safety Role</b> JO to investigate provision for additional H&S role within the Union structure	Managing Director	Verbal update in 29 June meeting Matter Arising
24 May 2017	7.17	<b>Managing Director's Report (including H&amp;S incident report)</b> To be made Agenda Item 2 going forward	Admin Support Manager	Ongoing from 29 June meeting
24 May 2017	7.28	<b>CSR Policy</b> JO to review College CSR Policy and draft Union version	Managing Director	To be submitted to October meeting.
24 May 2017	7.31	<b>CSP reserves investment</b> JO to investigate possible utilisation of CSP cash reserves in liaison with College Treasury.	Managing Director	Verbal update in 29 June meeting Matter Arising
24 May 2017	14.2	<b>Sport Imperial</b> JO to liaise with Jane Neary and update on changes at next meeting	Managing Director	Verbal update in 29 June meeting Matter Arising
24 May 2017	14.5	<b>CSP Expenditure Policy</b> JC to liaise with JF and draft policy for Board review.	Deputy President, Clubs & Societies	Verbal update in 29 June meeting Matter Arising
24 May 2017	15.5	<b>Sustainability Committee</b> RB to draft terms of reference and membership for proposed new	Deputy President, Finance & Services	Draft Term Terms to be submitted to 29 June meeting

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		committee, to include College representation.		