

## Board of Trustees – Action Tracker

Meeting(s)	Minute	Action	Responsible	Timeline
<b>Matters Arising</b>				
1 <sup>st</sup> Feb 2018	5.2	<b>Annual work plan</b> Forward planners to be available to board for all Committees	Admin support officer	To circulate by end of AY 17/18
1 <sup>st</sup> Feb 2018	9.5	<b>Management accounts</b> Monthly management accounts to be circulated to board	Managing Director	Monthly
1 <sup>st</sup> Feb 2018	10.4	<b>Update on data analysis of Union membership</b>	Managing Director	Update to the first Board meeting of AY 18/19
1 <sup>st</sup> Feb 2018	10.5	<b>Felix review</b> Revise the code of practice and add as an appendix to Felix policy	Felix Editor	First Communications Committee/ Board meeting of AY 18/19
1 <sup>st</sup> Feb 2018	14.6	<b>Barriers to inclusivity</b> All members to send suggestions as to what they believe are the barriers to the organisation being inclusive.	Managing Director	First Board of AY 18/19
23 <sup>rd</sup> May 2018	13.10	<b>Role of the Union and Constituent Unions</b> Make changes to the terms of reference as requested by Board	Deputy President Education	First Board of AY 18/19
23 <sup>rd</sup> May 2018	14.2	<b>Student trustee interviews</b> Student trustees are appointed and will be ratified by Council next AY, appointed trustees will be invited to join Board next AY	Admin support officer	First Board of AY 18/19
28 June 2018	8.2	<b>Provide feedback on KPMG auditor</b>	Managing Director	First Board of AY 18/19
28 June 2018	7.4	<b>Sabbatical officer performance management</b>	Managing Director	First Board of AY 18/19

		Compile a soft performance management process for sabbatical officers		
28 June 2018	12	<b>Business plan</b> <ul style="list-style-type: none"><li>- add the delivery of the Commercial strategy to the Business plan</li><li>- Clarity to the terminology used in the business plan</li><li>- Provide further information to Board with regards to the minibus fleet decrease</li></ul>	Managing Director	Board away day 11 <sup>th</sup> Sept 2018