

## Action list

Meetings	Minute	Action	Responsible	Timeline
24/05	11	The complaints and disciplinary bye law should come back to the July 2024 Board	TN / CT	On business calendar for July 2024 Board meeting
19/07	17	Future staff survey reports should include a comparison to the students' union and third sector	AC	Complete, on agenda for this meeting, May 2024
19/07	27	Trustee training should be introduced on finance and disciplinaries	CT	Finance Training has been offered and provided to student trustees, training on finance and disciplinaries for incoming trustees is being scheduled for the summer induction period
19/07	29	A building management plan should be developed	TN / RP	Ongoing
29/11	9	Consider Audit tender for next three years	FAR/TN/PG	Complete – please see subcommittee update
29/11	13	To circulate the SEF report to trustees.	CC	Complete, on agenda for this meeting, May 2024
29/11	13	Review allocation of reserved funds to SEF	AC/PG/DW	Suggestion in Report included on this meeting's agenda; a full funding request, alongside the Union budget for 2024/25, will come to Board in July.
29/11	15	To hold a board meeting at White City	TN	A morning White City 'tour' will be open to trustees on the morning of the July Board mtg date, but the Board mtg will be in Kensington in the afternoon.

29/11	16	To make changes to the Risk Register	TN	Presented to FAR in March 2024, next Board Review is Sep 2024.
28/02	8	Correct minor line-labelling errors on Management Accounts paper	PG, CJ	Complete
28/02	8.vi	Present outturn against original budget as well as reforecast	PG	Due at FAR June 2024 meeting
28/02	10	Review Enabling Plan KPIs	TN/AC	Please see the Strategy Monitoring & Evaluation item on agenda for this meeting, May 2024, for a rationalised approach to KPIs and how they will measure the Union's performance against its Strategic Plan.
28/02	16.i & 16.ii	Add operational managers to budgeting on Scheme of Delegation and clarify discrepancies	TN, CJ	Complete
28/02	18.vi	OTs to include work beyond objectives in their update	OTs	Complete, additional activities section included where relevant