



Graduate Union

Trustees' meetings and minutes publication guidance

Adopted by the Board of Trustees on 11 July 2017, to be reviewed annually

1. Secretary

The Manager is the secretary to the Board of Trustees. They are responsible for organising meetings, taking minutes, and preparing and/or collating the paperwork for the standing items of business.

2. Reserved and unreserved business

- (1) The Board's business is divided into reserved business and unreserved business. Reserved business is that which concerns the employment of named or identifiable individuals, or which is sufficiently sensitive to justify confidentiality.
- (2) All business must be clearly identifiable as reserved or unreserved on the agenda, with the determination made by secretary in consultation with the chair. At any time before the approval of the minutes of a meeting, an item of business at that meeting may be transferred between reserved and unreserved business.
- (3) In case of disagreement, the determination of whether an item of business is reserved or unreserved will be made by a resolution of the Board.
- (4) The Board may require any non-trustee attending a meeting to withdraw for the consideration of any item(s) of reserved business.

3. Circulation of papers

The agenda and papers for each Board meeting should be circulated to all trustees at least three clear days in advance of the meeting, and if possible before the end of the working week preceding the meeting.

4. Minutes

- (1) The Board must keep separate minutes of reserved and unreserved business.
- (2) Unreserved minutes, once approved, should be made available to the Membership via the website within one month of their approval.

- (3) Reserved minutes will not normally be available to the Membership, but extracts thereof may be made publicly available at the discretion of the Board. Reserved minutes of past meetings should be made available to all Trustees on induction.

5. Starred items

- (1) The secretary in consultation with the chair may designate any items on the agenda as "starred". Starred items are those which do not require discussion.
- (2) The chair must un-star any item should any trustee request this before the meeting begins.
- (3) Starred items will not be discussed at the meeting, and any resolutions proposed as part of the starred item which are listed on the agenda will be deemed approved.

6. Annual work plan

Following the publication in Easter Term of the meeting dates of CCSSU for the forthcoming year, the Board should agree their annual work plan for the forthcoming academic year. The annual work plan should include all key dates and deadlines for the Board to be aware of up to the end of the next academic year.

7. Standing items of business

- (1) At each meeting of the Board, there should be the following standing items of unreserved business on the agenda:
 - (a) Approval of the unreserved minutes of the last meeting;
 - (b) Unreserved decisions made by circulation since the last meeting, if any;
 - (c) Annual work plan review;
 - (d) Financial performance report;
 - (e) Advice Service report;
 - (f) Receiving copies of the GU Council, all committees of the Board, and CCSSU approved since the last Board meeting, along with copies of unconfirmed minutes of the most recent meetings if these are available (with the approved versions to follow at the next Board meeting).
- (2) There should also be the following standing items of reserved business:
 - (a) Approval of the reserved minutes of the last meeting;
 - (b) Reserved decisions made by circulation since the last meeting, if any;
 - (c) Risk register review; and
 - (d) Risk report.