Board Action Tracker (July 2024-July 2025) (closed actions have been 'hidden' but a full copy of action tracker is available upon request)

Action #	Meeting(s)	Minute	Action	Responsible	Due	Open or closed?	Status	Update
TB23002	24-Jul-24	13.i	Include response rates for student surveys in future presentation of annual balanced scorecard results	TN	23-Jul-25	Open	Too early to start	No change. Will be presented at 23-Jul-25 Board meeting.
TB23003	24-Jul-24	13.ii	Analyse a breakdwon of the total number of engaged students by different demographics	TN	23-Jul-25	Open	Too early to start	No change. Will be presented at 23-Jul-25 Board meeting.
TB23005	24-Jul-24	17	Prepare presentation of the Partnership Agreement Annexes for Board	CJ/TN	28-May-25	Open	Ongoing	Dependent on firming up HR SLA with College relating to incorporation
TB23007	24-Jul-24	25	Indicate on the Annual Calendar of Business the meeting by which Board needs to propose the 2nd student member college council for 2025-26 to College Noms Cttee.	CJ	26-Feb-25	Open	Complete	A note on this is now included on the Annual Calendar of Business
01 August 2024 = New Academic Year								
TB24001	18-Sep-24	4.i	a. A multi campus strategy should be developed and come to the board. b. A White City business/operating plan should come to the board c. Once these are in place, an annual update should be provided.	TN	26-Feb-25	Open	Complete	Multi campus approach on today's agenda. White City operating plan previously circulated/White City update in MD report
TB24002	18-Sep-24	10	Investigate principle of Union & IC Trust match-funding College contribution to Student Experience Fund for future years.	PG, CC	26-Mar-25	Open	Ongoing	Mid-year paper on SEF coming to next FAR meeting
TB24009	27-Nov-24	11.i	Note in the Strategic Risk Register the Union's good cash flow and recurring block grant from College as controls/mitigations that are in place regarding any potential risk surrounding the Union's reserves target level.	TN	26-Mar-25	Open	Ongoing	This will be included in the Strategic Risk Register when next reviewed at March 2025 FAR.
TB24010	27-Nov-24	13.i	Risks and mitigation relating to emerging Martyn's Law legislation requirements to be added to the Strategic Risk Register	TN	26-Mar-25	Open	Ongoing	This will be included in the Strategic Risk Register when next reviewed at March 2025 FAR.
TB24011	27-Nov-24	14	Regarding the corporate structure review: i. Speak with College Legal ii. Touch base with Union Council iii. Touch base with the Charity Commission	TN, CJ	28-May-25	Open	Ongoing	Currently at point (i) - relevant discussions with College legal. More information in MD Update Report.
TB24012	27-Nov-24	14.xii	Present options appraisal regarding corporate structure options against project goals	TN, CJ	28-May-25	Open	Ongoing	To be presented in May after the above necessary conversations with College have been concluded to understand which options are acceptable to College.
TB24013	27-Nov-24	15.i	AC to report back on how rollout of new personalised staff training matrix (including Health & Safety training) is going	AC	26-Feb-25	Open	Ongoing	Skills Matrix has been launched to staff in February 2025 who are just starting to use it. H&S training completion % not yet available but Board can be updated in due course
TB24014	27-Nov-24	15.ii	Status of H&S roadmap output that says “all leaders and managers to commit more fully to and are accountable for managing H&S” to be updated from 'stalled' to 'ongoing'	AC	26-Feb-25	Open	Complete	Document updated.
TB24015	27-Nov-24	15.iii	Follow up on questions about specific incidents	AC	26-Feb-25	Open	Ongoing	Information to be circulated to the Board via email

TB24016	27-Nov-24	15.iv	Information regarding the duty of care of student leaders to be written down in Student Leader training	CT/AC	26-Feb-25	Open	Ongoing	Verbal update to be provided at meeting.
TB24017	27-Nov-24	15.v	Future H&S reports to include incident categories chosen by Union Colleagues rather than simply what is inputted on SALUS by the reporter	AC	20-Mar-25	Open	Ongoing	This will be implemented for H&S Cttee and the next Board report
TB24018	27-Nov-24	15.vi	Health & Safety Roadmap to be reviewed again by Board and relevant colleagues from Support Services to be invited to present/provide their insights	CJ	10-Mar-25	Open	Ongoing	May-25 mtg agenda to be discussed with Chair to see if can be included
TB24019	27-Nov-24	17.ii	Collect feedback from mentees at the end of the year on how the trustee mentoring trios have worked for them	CB	Jul-25	Open	Too early to start	Will be presented at 23-Jul-25 Board meeting.