

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		Annual Balanced Scorecard on agenda for this meeting.
TB23003	24-Jul-24	13.ii	Analyse a breakdown of the total number of engaged students by different demographics	TN	23-Jul-25	Open		Annual Balanced Scorecard on agenda for this meeting.
<i>01 August 2024 = New Academic Year</i>								
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. Note 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	Still awaiting detailed advice from University regarding any implications of incorporation, currently prioritising consideration of setting up Trading Subsidiary (as in papers) .
TB24013	27-Nov-25 25-Feb-26 28-May-25	15.i 4.v 4.ii	AC to report back on how rollout of new personalised staff training matrix (including Health & Safety training) is going	AC	28-May-25	Open	Ongoing	Verbal update to be provided at meeting.
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	28-May-25	Open	Ongoing	Requirement noted as needing to be in training (planning cycle starting).
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	17-Sep-25	Open	Ongoing	Implemented for H&S Cttee (Aug) and will be for Nov Board report too.
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	23-Jul-25	Open	Ongoing	On annual cal for Nov 2025 Board meeting
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	Ongoing	Some feedback provided in OT/ST reflection item. Verbal update at BoT
TB24020	26-Feb-25	4.i	Reynolds Bar to be discussed at future meetings of Finance, Audit & Risk and Board of Trustees	CJ	25-Jun-25	Open	Complete	Discussed at June 2025 FAR. Paper in Exhibition Book (Item 16f)
TB24022	26-Feb-25	14.i	Ensure the Scheme of Delegation is included in induction materials for any new trustees	CJ	25-Jun-25	Open	Ongoing	This will be included in onboarding details provided to trustees (July)
TB24024	28-May-25	1	Send formal congratulations to TN regarding the birth of his second child.	CJ	ASAP	Open	Complete	Emailed
TB24025	28-May-25	10.i	Check Data Sharing Agreement Wording with University Data Protection Officer in relation to 'gender' or 'preferred gender'	AC	ASAP	Open	Ongoing	Verbal update to be provided at meeting.
TB24026	28-May-25	12.iii	Circulate open text comments from the Staff Satisfaction Survey to the Board	AC	ASAP	Open	Complete	In exhibition book for this meeting