Board Action Tracker as at September (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 23-Jul-25	13.i 3.i	Include response rates for student surveys in future presentation of annual balanced scorecard results	TN	17-Sep-25	Open	Complete	Now included in Annual Balanced Scorecard in this meeting's papers.
TB23003	24-Jul-24 23-Jul-25	13.i 3.i	Analyse a breakdown of the total number of engaged students by different demographics	TN	17-Sep-25	Open	Ongoing	Verbal update to be provided by TN at this meeting.
			01 August 2024 = New Academic Year					
TB24011	27-Nov-24 23-Jul-25	14 3.ii	Nov-24: Regarding the corporate structure review: Speak with College Legal; touch base with Union Council; touch base with the Charity Commission. July-25: Decided to defer consideration to a later Board meeting in AY 2025-2026	TN, CJ	28-May-25	Open	Deferred	Board decided in July 2025 to defer this to a later meeting in 25/26. Currently deferred until May 2026.
TB24012	27-Nov-24 23-Jul-25	14.xii 3.ii	Present options appraisal regarding corporate structure options against project goals	TN, CJ	28-May-25	Open	Deferred	As above. Currently deferred until May 2026.
TB24013	27-Nov-25 25-Feb-26 28-May -25 23-July-25	15.i 4.v 4.ii 3.iii	AC to report back on how rollout of new personalised staff training matrix (including Health & Safety training) is going	AC	28-May-25	Open	Complete	Reported 60.8% completion rate at July 2025 & noted that this would have been 81.9% if ICU hadn't two new courses within the last few weeks.
TB24016	27-Nov-24 23-Jul-25	15.iv 3.iv	Information regarding the duty of care of student leaders to be written down in Student Leader training	CT/AC	17-Sep-25	Open	Complete	Activities Team advised this was included in training materials.
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	Will be implemented for Nov 2025 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	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	Complete	Verbal summary provided at July 2025 meeting.
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	Complete	Mentioned at trustee induction (July) & circulated to trustees.
TB24025	28-May-25	10.i	Check Data Sharing Agreement Wording with University Data Protection Officer in relation to ' gender' or 'preferred gender'	AC	17-Sep-25	Open	Ongoing	Verbal update to be provided at September meeting.
TB24026	23-Jul-25	3.ix	Ensure review of Commercial Strategy is included on Aug FAR and Sep Board agendas	CJ, RP	17-Sep-25	Open	Complete	Discussed at Aug 2025 FAR and on agenda for Sep 2025 Board meeting.
TB24027	23-Jul-25	7	Keep July Board Subcommittee update confidential until the public-facing comms are released regarding trading subsidiary	CJ	17-Sep-25	Open	Complete	Public-facing comms now released so subcttee update now on website.
TB24028	23-Jul-25	8	Check whether categories of data subject whose data will be processed mentioned in the Framework Agreement with subsidiary needs to explicitly include Union members.	CJ	17-Sep-25	Open	Complete	Charity's members now explicitly mentioned in Schedule of Agreement
TB24029	23-Jul-25	8.i	Report back to Board on 6/12 months' time on how the Trading Subsidiary is going	CJ	17-Sep-25	Open	Ongoing	Added to annual calendar for Feb/May Board meeting/s.
TB24030	23-Jul-25	12.i	Ask if the the university (the Director of Safeguarding) to audit ICU safeguarding processes.	TN	17-Sep-25	Open	Ongoing	Verbal update to be provided at the meeting.
TB24031	23-Jul-25	12.ii	Consider whether wording regarding Prevent/individuals presenting with a risk of extremism/radicalisation should be included in the Safeguarding Policy/Code of Practice	TN	17-Sep-25	Open	Ongoing	Verbal update to be provided at the meeting.
TB24032	23-Jul-25	24	Send Annual Calendar of Business to trustee-designate Bulbul Basu	CJ	17-Sep-25	Open	Complete	Sent via email.