

Swinburne Student Amenities Association Limited

(Trading as Swinburne Student Life)

ACN 117 060 232

Minutes

Board Meeting: 01/2023

Date and time: Thursday 23 March 2023, 2.00pm-4.00pm

Place: Meeting Room SPS137 (hybrid)

Item No	Agenda Item								
Part A: Introductory and Procedural Matters									
1.	Welcome and apologies The Chair welcomed all to the meeting. <table border="1"><thead><tr><th>Attendance:</th><th>Apologies:</th><th>In attendance:</th><th>Secretary:</th></tr></thead><tbody><tr><td>Professor Sarah Maddison (Chair) Ms Carolyn Bendall Ms Caryn Phillips Mr Jonathan Lee Mr Michael O'Shea Mr Ravindu Peiris Mr Sam Roberts Ms Sue Sinha (joined from item 8)</td><td>Prof Simon Ridings</td><td>Ms Aimee Gipper A/Prof Nadine Zacharias (for item 12)</td><td>Ms Emma Lincoln</td></tr></tbody></table>	Attendance:	Apologies:	In attendance:	Secretary:	Professor Sarah Maddison (Chair) Ms Carolyn Bendall Ms Caryn Phillips Mr Jonathan Lee Mr Michael O'Shea Mr Ravindu Peiris Mr Sam Roberts Ms Sue Sinha (joined from item 8)	Prof Simon Ridings	Ms Aimee Gipper A/Prof Nadine Zacharias (for item 12)	Ms Emma Lincoln
Attendance:	Apologies:	In attendance:	Secretary:						
Professor Sarah Maddison (Chair) Ms Carolyn Bendall Ms Caryn Phillips Mr Jonathan Lee Mr Michael O'Shea Mr Ravindu Peiris Mr Sam Roberts Ms Sue Sinha (joined from item 8)	Prof Simon Ridings	Ms Aimee Gipper A/Prof Nadine Zacharias (for item 12)	Ms Emma Lincoln						
2.	Declaration of conflicts of interest, gifts and lobbying For this meeting, the Chair called for declarations from anyone present who had a conflict of interest, had received gifts or been lobbied. Nil.								
3.	Governance and Confidentiality The Chair noted the governance and confidentiality section of the agenda which reminds directors of their duties and the behavioural standards expected of directors of a company.								
4.	Consideration of the agenda No changes were made to the agenda.								
5.	Minutes from previous meeting – Meeting 3/2022, 22 August 2022 and 4/2022, 8 December 2022 The Chair explained that the incorrect version of the Meeting 3/2022 minutes had been approved at the last meeting, so the board was being asked to approve the version included in the papers which included minor amendments.								

Item No	Agenda Item
	Resolved: Approved.

Part B: Matters Arising

6.	<p>The Board noted the matters arising from the minutes (action summary SSL/2022/04/03) would all be addressed at this meeting.</p> <p>The Company Secretary advised that there would now be two staff vacancies for the VC to consider as the DVC-EEE has resigned (departing Swinburne in June), so these would be considered together and the board updated via circular.</p>
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Part C: Items for Information and Discussion

7.	<p>Director's report:</p> <ul style="list-style-type: none"> ▪ Orientation & Transition Report S1 2023 ▪ Clubs Report ▪ The Junction Report 	
	Paper	Y Paper No/s: SSL/2023/01/01, SSL/2023/01/01A, SSL/2023/01/01B, SSL/2023/01/01C
	Speaker/Presentation	Y Name(s): Aimee Gipper, Director <i>Acting</i>
	Key Points	<p>The Director gave an overview of her report, noting:</p> <ul style="list-style-type: none"> • Excellent student participation numbers in orientation and clubs • Orientation report and very positive student survey results • Positive wayfinding experience in orientation survey results • Launch of Student Experience Framework • Issues with access to the student portal and mitigations being put in place • Recruitment in the Advocacy team • The Junction final usage figures in 2022 and potential rectification of restrooms. <p>Members discussed:</p> <ul style="list-style-type: none"> • Orientation activities • Bringing paper on The Junction restrooms to the board via circular • Advocacy team vacancies – The Director advised that the Senior Advocacy Officer (team lead_ is being recruited now with a new officer to be recruited subsequent to the appointment of the team lead. There are currently two Advocacy Officers in place and email response time to students is 24 hours. • The capped funding model for Clubs introduced in 2022 and the proposed student consultation in relation to clubs funding.
	Resolution(s)	Resolved
		Responsibility
		Director
		Director

		including being appraised of the financial constraints that apply and how this applies to the current model.	
8.	Strategic Plan Update ▪ Student Life Strategic Plan Reporting & Evaluation 2022 - 2025		
	Paper	Y	Paper No/s: SSL/2023/01/02 and SSL/2023/01/02A
	Speaker/Presentation	Y	Name(s): Aimee Gipper, Director <i>Acting</i>
	Key Points	The Director summarised the recommendations for targets and measures for the Student Life Strategic Plan, together with the proposed format and frequency of reporting to the board. The board discussed: <ul style="list-style-type: none"> • The achievability of the targets, and the need to understand the baseline over several years, as well as what drives behaviours in some measures, before setting targets in order to ensure that they are realistic. • How to assess student satisfaction, which students are providing feedback and different ways to obtain student feedback. 	
	Resolution(s)	Resolved	Responsibility
		That the Director revise the 2023 targets taking account of the board's feedback to be circulated to the board for approval in the next fortnight.	Director
		That the Director revise the latter year targets taking account of the board's feedback which can then be brought to the next board meeting.	Director
9.	Finance report: Financial Report as at 28 February 2023 Investment report February 2023		
	Paper	Y	Paper No/s: SSL/2023/01/03 and SSL/2023/01/03A
	Speaker/Presentation	Y	Name(s): Aimee Gipper, Director <i>Acting</i> Michael O'Shea, CFO
	Key Points	The Director provided the board with a summary of Swinburne Student Life's actual financial performance for the year to 28th February 2023. The current net operating surplus is reasonably aligned to budget, however the impact of the changing value of the investment portfolio cannot be known. The CFO advised that the investment return is below that which was hoped for, however the risk appetite allows for a loss every 5 years and a 2.4% return is not a bad place to be in the current climate. He explained that the investment portfolio would always show an unrealise gain or loss, and recommended that the board look at the operating profit or loss to understand the current financial position.	

	Resolution(s)	Resolved	Responsibility
		The board approved the Financial Report and the Investment Report.	N/A
10.	Operating budget 2023 Budget (Final)		
	Paper	Y	Paper No/s: SSL/2023/01/04 and SSL/2023/01/04A
	Speaker/Presentation	Y	Name(s): Aimee Gipper, Director <i>Acting</i>
	Key Points	<p>The Chair explained that the draft budget which had been presented to the board at its December 2022 meeting had subsequently been approved by Council and so was being brought back to the board. The Director advised that there were no changes from what had been presented to the board in December 2022.</p> <p>The board discussed the leasing costs of The Junction and the provisioning for salary increases.</p>	
	Resolution(s)	Resolved	Responsibility
		<p>The board approved the 2023 final budget.</p> <p>That the CFO show the leasing costs for The Junction site as a separate item in Q1 forecast; and subsequent budgets.</p>	<p>N/A</p> <p>CFO</p>
11.	SSAF Proposed Budget and Services Agreement for SSL consideration and Board SSAF Agreement		
	Paper	Y	Paper No/s: SSL/2023/01/05 and SSL/2023/01/05A
	Speaker/Presentation	Y	Name(s): Aimee Gipper, Director <i>Acting</i>
	Key Points	<p>The Chair explained that the government has changed its SSAF reporting requirements in 2022.</p> <p>The Director provided the board with details of the methodology followed to develop the reporting template that the board was being asked to approve.</p> <p>The board asked questions about the breakdown of the items in the SSAF categories and facilities for students.</p>	
	Resolution(s)	Resolved	Responsibility
		<p>The board approved the 2023 Student Life SSAF Proposed Budget and Services Agreement, with the Chair to follow up if any revision is needed.</p> <p>That the board be advised on student usage of the Hawthorn Aquatic and Leisure Centre.</p>	<p>N/A</p> <p>Director</p>
12.	Student Experience Framework Business Case SEF Business Case		

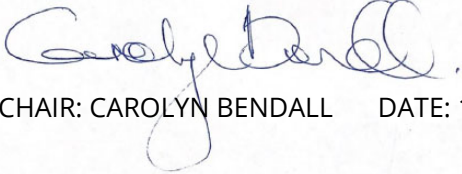
	Paper	Y	Paper No/s: SSL/2023/01/06 and SSL/2023/01/06A
	Speaker/Presentation	Y	Name(s): A/Prof Nadine Zacharias, Director, Student Engagement
	Key Points	<ul style="list-style-type: none"> ▪ The Chair provided background to the Student Experience Framework business case. ▪ The Director of Student Engagement summarised the proposed central program structure and costs in some detail. ▪ The board discussed the financing of the proposal over time and the need for a future transition plan to integrate the implementation of the Student Experience Framework back into the business. ▪ The Chair confirmed that the funding would come from SSL's portfolio investments and there would be staged drawdowns from those investments in accordance with Finance's advice. ▪ The board discussed how the steering committee would be constituted, the funding available to students, and the scheduling of the proposed work. 	
	Resolution(s)	Resolved	Responsibility
		The board approved the business case for the implementation of the Student Experience Framework and the release of funds from SSL's investment portfolio under the direction of the Finance Department. That there now be a standing item on the board's agenda to report on the progress of the implementation of the Student Experience Framework.	N/A Company Secretary
13.	Health, Safety & Wellbeing Report, Swinburne Student Life for February 2023		
	Paper	Y	Paper No/s: SSL/2023/01/07
	Speaker/Presentation	Y	Name(s): Aimee Gipper, Director <i>Acting</i>
	Key Points	<ul style="list-style-type: none"> ▪ The Director advised that there were no HSW incidents to report and one minor corrective action from the HSW inspections was being addressed. 	
	Resolution(s)	Resolved	Responsibility
		Noted.	N/A
14.	Other Business		
	Paper	N	Paper No/s: N/A
	Speaker/Presentation	N	Name(s): Chair
	Key Points	<ul style="list-style-type: none"> • The Chair updated the board on the single student body work that has been undertaken and the next steps. • The Chair advised that Ms Gipper's acting position as Director of SSL had been extended to the end of 2023 to allow for continuity while the student body questions are considered and while a new DVC is being recruited. 	

	Resolution(s)	Resolved	Responsibility
		Noted.	N/A

Part D: Unstarred Items

15.	Meeting	Date	Time	Venue
	1/2023	23/03/2023	2.00pm - 4.00pm	SPS137 and Teams
	2/2023	01/06/2023	3.00pm - 5.00pm	SPS137 and Teams
	3/2023	07/09/2023	2.00pm - 4.00pm	SPS137 and Teams
	4/2023	07/12/2023	3.00pm - 5.00pm	SPS137 and Teams

Signed in accordance with Section 251(A) of the Corporations Act as a true and correct record.



CHAIR: CAROLYN BENDALL DATE: 1 JUNE 2023