

Swinburne Student Amenities Association Limited

(Trading as Swinburne Student Life)

ACN 117 060 232

Minutes

Board Meeting: 3/2023

Date and time: Thursday 7 September 2023, 2.00pm-4.00pm

Place: Meeting Room SPS137 or Teams

Item No	Agenda Item				
Part A: Introductory and Procedural Matters					
1.	Welcome and apologies The Chair welcomed all to the meeting and acknowledged the Traditional Owners of the Land. <table border="1"><tr><td>Attendance: Ms Carolyn Bendall (Chair) Ms Marina Fernando Mr Jonathan Lee Mr Michael O'Shea Ms Caryn Phillips Prof Simon Ridings (joined at commencement of Item 8) Mr Sam Roberts</td><td>Apologies: Prof Pip Pattison Ms Sue Sinha</td><td>In attendance: Ms Aimee Gipper</td><td>Secretary: Ms Emma Lincoln Ms Lisian Teh</td></tr></table>	Attendance: Ms Carolyn Bendall (Chair) Ms Marina Fernando Mr Jonathan Lee Mr Michael O'Shea Ms Caryn Phillips Prof Simon Ridings (joined at commencement of Item 8) Mr Sam Roberts	Apologies: Prof Pip Pattison Ms Sue Sinha	In attendance: Ms Aimee Gipper	Secretary: Ms Emma Lincoln Ms Lisian Teh
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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 2/2023, 1 June 2023 Resolved: Approved.				
Part B: Matters Arising					
6.	Matters arising from the minutes (action summary SSL/2023/03/06).				

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	The board reviewed each of the action items and noted the progress in relation to each.	
Part C: Items for Information and Discussion		
7.	Appointment of Company Secretary The board approved the appointment of Ms Lisian Teh as Company Secretary.	
8. 8a 8b 8c 8d	Director's report: <ul style="list-style-type: none"> ▪ Performance Dashboard ▪ Clubs Report ▪ HALC Report ▪ Orientation Report 	
Paper	Y	Paper No/s: SSL/2023/03/08, SSL/2023/03/08a, SSL/2023/03/08b, SSL/2023/03/08c, SSL/2023/03/08d
Speaker/Presentation	Y	Name(s): Director
Key Points	<p>The Director of Swinburne Student Life spoke to her report highlighting:</p> <ul style="list-style-type: none"> • Orientation activities undertaken by SSL • That recent staff recruitment efforts had been positive and SSL's staff turnover rate for the last quarter was 4.7%, noting that recruitment has proved a common challenge across the sector • The increase in club membership, the emerging constraints of the SSL club software, and the work with club leaders around the club funding model • How the Advocacy Service triages student issues including a 24 hour response time • Tax Help has been running, but is limited to in-person appointments as required by the ATO. <p>The board discussed:</p> <ul style="list-style-type: none"> • Ways of engaging students and helping them to connect with their peers • Consultation with elected student leaders • The reporting of staff turnover on an annual basis and other metrics that could be reported • Providing the staff survey results to the board when they are available • The status of EBA negotiations and the interim pay increase for staff • How the board could support SSL management to obtain better software for clubs and volunteers that would allow for better management and reporting on these activities, noting that SSL are liaising with IT on possible solutions. 	
Resolution(s)	Resolved	Responsibility
	Noted.	N/A
	That the board be provided with the annual staff turnover rate when available.	Director

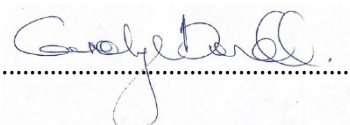
Item No	Agenda Item		
		That the board be provided with an update on the status of EBA negotiations.	Director
		That the board be provided with the outcomes of the staff survey when they become available.	Director
9.	Strategic Plan Update Student measures and targets ('23-'25)		
	Y	Paper No/s: SSL/2023/03/09	
	Y	Name(s): Director	
	Key Points <p>The Director of Swinburne Student Life provided a high-level overview of the 2023-2025 measures and targets, explaining why some changes had been made and that some could not be finalised now as relevant data was not available at this point in the year.</p> <p>The board considered the measures and targets and had a detailed discussion about:</p> <ul style="list-style-type: none"> • What metrics could be reported on the utilisation of the Advocacy Service that would provide meaningful information to the board to allow it to determine if the service was working appropriately and properly resourced • The student voter participation measure, it's relevance to SSL, how Swinburne's participation rate compares to other universities, and how it could be improved. <p>The board was generally supportive of the targets and measures with adjustments to the Advocacy Service measure and understanding that the final version of all the measures and targets would be provided at the board's December 2023 meeting.</p>		
	Resolution(s)		Resolved
			Responsibility
	Noted.		N/A
	That the Advocacy Service measure be changed to the average wait time for an appointment vs the availability of appointments.		Director
	That all the finalised measures and targets be presented to the board in December 2023.		Director
10. 10a 10b	Finance report: Financial Report as at 31 July 2023 Investment report		
	Y	Paper No/s: SSL/2023/03/10, SSL/2023/03/10a, SSL/2023/03/10b	
	Y	Name(s): Director, CFO	

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	<p>Key Points</p>	<p>The Director gave a high-level summary of the Finance Report including the operating surplus, the increase in received dividends and sporting Nationals registrations. She confirmed that there would be no need to draw down on the investment funds to fund students attending the Nationals.</p> <p>The board discussed the Finance Report and sought clarification on the how the Junction leasing costs were represented.</p> <p>The CFO updated the board on the investment performance, explaining that there had been volatility in the market but that SSL’s investments were tracking well.</p> <p>The Company Secretary and the board discussed the relationship between board approval to drawdown from SSL investments and approval to spend funds under the University’s delegations framework.</p>	
	<p>Resolution(s)</p>	<p>Resolved</p>	<p>Responsibility</p>
		<p>Noted.</p>	<p>N/A</p>
		<p>That the board be provided with clarification on how the Junction leasing costs are represented in the Financial Report.</p>	<p>Director/CFO</p>
		<p>That the Company Secretary provide additional information on the implementation of the delegations framework as requested by the board.</p>	<p>Company Secretary</p>
<p>11. 11a 11b</p>	<p>Outdoor PA System Upgrade Outdoor PA System options Speaker Coverage and Zoning</p>		
	<p>Paper</p>	<p>Y</p>	<p>Paper No/s: SSL/2023/03/11, SSL/2023/03/11a, SSL/2023/03/11b</p>
	<p>Speaker/Presentation</p>	<p>Y</p>	<p>Name(s): Director</p>
	<p>Key Points</p>	<p>The Director explained the rationale for a permanent outdoor PA system at the Hawthorn campus and its proposed uses. She advised that a drawdown on SSL’s investments might be needed, although it could prove possible to pay for the system without drawing down on the investment portfolio.</p> <p>The board considered the proposal, asked about the life span of the PA system, and noted that it would be a capital expenditure.</p>	
	<p>Resolution(s)</p>	<p>Resolved</p>	<p>Responsibility</p>
		<p>The Board approved a drawdown on the investment portfolio of up to \$140,732 to fund the installation of an outdoor PA system on the Hawthorn campus if it could not be accommodated out of existing surplus.</p>	<p>Director/CFO</p>
	<p>Student Experience Framework Implementation</p>		

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12.	Paper	Y	Paper No/s: SSL/2023/03/12
	Speaker/Presentation	Y	Name(s): Chair
	Key Points	<p>The Chair conveyed an update that had been provided to her by the Director, Office Student Experience as follows:</p> <ul style="list-style-type: none"> • The Student Experience Framework is very good but does not contain any actions • A detailed project plan with 85 individual draft actions has been added to the Framework • Actions have come from sector and industry best practice, plus notes from Swinburne work last year (Citizens' Assembly, etc.) • These actions have been scheduled for implementation in a timeline through to June 2025 and potential business owners added to each action • Discussions will now be held with relevant owners and a student consultative group before a final list is confirmed • The final list of actions, implementation timeline, and business owners will be provided for the next meeting. <p>In relation to the action item seeking clarification of the linkages between the SEF and the proposed single student body, the Chair conveyed the advice that:</p> <ul style="list-style-type: none"> • There is no direct relationship between the Student Experience actions and any decision on a Single Student Body • There will be a number of actions that should be implemented by a student body (or bodies) but there is no opinion on how that body (or bodies) should be formulated • The University is committed to working with students and the existing student representative bodies in ways that are set out in the Student Voice and Student Partnership models • The same commitment will carry over to a new single student body if and when that comes into being • The University is grateful to the Single Student Body Project Advisory Group (SSB-PAG) for their advice on five themes related to a SSB (student representation, governance, elections, student voice, student partnership) and is currently in the process of conducting a thorough analysis of the means for putting a SSB in place. <p>The board noted the update and asked if students had been consulted in developing the 85 actions and how they would be consulted going forward, noting that the risk that elected student representatives would not be consulted had previously been identified.</p>	
	Resolution(s)	Resolved	Responsibility
		Noted.	N/A
	That the Director, Office Student Experience be invited to future meetings to inform the board about the	Chair	

Item No	Agenda Item			
		implementation of the SEF and student consultation.		
13.	Health, Safety and Wellbeing Report			
	Paper	N	Paper No/s: n/a	
	Speaker/Presentation	Y	Name(s): Director	
	Key Points	The Director advised the board that there had been no new incidents or claims. The board asked about any perceived future concerns and the Director foreshadowed none, adding that SSL needed to establish links with the University's new HSW Director which was in train.		
	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	The board asked for the annual risk update to be presented at the December meeting. The Chair foreshadowed the new DVC-EEE joining the board once she commenced at the University.		
	Resolution(s)	Resolved		Responsibility
		That the annual risk update be presented at the board's December 2023 meeting.		Director (in consultation with University's Director of Risk)
Part D: Unstarred Items				
15.	Meeting	Date	Time	Venue
	3/2023	07/09/2023	3.00pm - 5.00pm	SPS137 and Teams
	4/2023	06/12/2023	2.00pm - 4.30pm	SPS110 and Teams

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

CHAIR  DATE ...6 December 2023.....