



**UNIVERSITY OF LINCOLN STUDENTS' UNION
Board of Trustees Meeting (Extraordinary)**

12:30pm, Monday 23rd March 2020
via Microsoft Teams

Minutes

| Name | Job Title |
|---|---|
| Present: | |
| Cassie Coakley (CC) | Sabbatical Trustee (Chair) <i>(via Microsoft Teams)</i> |
| James Brooks (JB) | Chief Executive (Company Secretary) |
| Abi Brown (AB) | Sabbatical Trustee <i>(via Microsoft Teams)</i> |
| Emma Blackburn (EB) | Sabbatical Trustee <i>(via Microsoft Teams)</i> |
| Mohit Bulchandani (MB) | Sabbatical Trustee <i>(via Microsoft Teams)</i> |
| Georgia Petts (GP) | Sabbatical Trustee <i>(via Microsoft Teams, present for part of the meeting only)</i> |
| Sue Liburd (SL) | External Trustee (Non-Portfolio) <i>(via Microsoft Teams)</i> |
| Liz Mossop (LM) | Vice Chancellor's Nominee <i>(via Microsoft Teams)</i> |
| Vic Langer (VL) | External Trustee (Deputy Chair) <i>(via Microsoft Teams)</i> |
| James Sewell (JS) | External Trustee (Finance) <i>(via Microsoft Teams, present for part of the meeting only)</i> |
| Patricia Rodriguez Lopez-Salvatierra (PR) | Student Trustee (Mature) <i>(via Microsoft Teams, present for part of the meeting only)</i> |
| Hatem Amlı (HA) | Student Trustee (Postgraduate) <i>(via Microsoft Teams)</i> |
| Also in attendance: | |
| Hannah Coleman (HC) | Deputy Chief Executive |
| Danielle Pepper (DP) | Finance Manager <i>(via Microsoft Teams)</i> |
| Holly Millar (HM) | Executive Assistant |
| Apologies: | |
| Christian Meadows (CM) | Student Trustee (Undergraduate) |
| Chris Bateman (CB) | External Trustee (Wellbeing) |

Item

Action

Executive Business

- 1. Welcome & Opening Business**
 - Apologies for Absence
 - Declarations of Interest
 - Health & Safety
 - Apologies were noted; JB noted that the Charity Commission had relaxed their requirements regarding decision making relating to electronic meetings and decisions making. The Board agreed it was happy that during the Covid-19 lockdown and social distancing measure that all official meetings (and decisions) within the Union should take place online through Microsoft Teams.
 - No matters were noted regarding Health and Safety.
- 2. Matters Arising following Covid-19 Outbreak**
 - It was agreed that those wishing to contribute to the meeting would do so via the meeting online chat and their queries to be picked up from there.



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- JB noted that the issue regarding income related to the loss of income from LSUT's activities.
- JB outlined how the organisation would be supported by the recent Government announcements, but noted that this would be minimal considering the business rates already paid etc.
- JB noted that he had met with other Senior Managers this morning regarding potential furloughing of certain staff members, but noted that the Government support in that regard would not be recouped until April 2020 so the organisation would have to pay for this until then. JB noted that this was the most effective method of cash flow management in such uncertain times.
- JB noted that the staff who were offered the furlough would also be offered voluntary redundancy as an alternative.
- JB noted that the furlough recompense would only be available from the Government if those staff were not working at all for that three-month period, or any longer should it be extended by the Government. SL noted, via the chat, that she agreed with the notification of furlough and that written notification would be required.
- JB outlined the provisions already put in place regarding student staff and the monies already paid to them based on the shifts already included in the rota and the value of two weeks' worth of their average earnings.
- VL noted, via the chat, that she agreed with these proposals.
- JB outlined the names of those staff who would not be furloughed due to their roles within the Major Incident Team. JB noted that there would also be a couple of additional staff kept in place for business continuity.
- JB noted that new starters would also be offered furlough.
- JS noted that the approach was very comprehensive and thanked JB and the other Senior Managers.
- JB agreed with LM's comment that the University had been very helpful with assisting the SU's cash flow by pausing rent payments etc.
- AB noted, via the chat, that the terms of this furlough matter was clear to reassure staff of their position. JB noted that the position would have to be made clear due to the legal ramifications.
- VL asked whether JB would be offering online meeting with staff for reassurance and clarity; JB noted that he would offer it by Departments. JB
- JB noted that the Advice Centre and Reception had been closed this morning following Government advice.
- The group agreed, via the chat, that the actions as outlined should go ahead. JB noted that the Major Incident Team had the ability to make these decisions but that he thought it appropriate to seek Board oversight.

3. Any Other Business

- LM queried, via the chat, what online communities were being facilitated by the Sabbatical Officers; AB outlined the measures already in place, with the Students' Union Facebook page being utilised as the centre of this online space. MB noted that he had been working with LIBS at the University to facilitate an online virtual catch-up. AB also noted that they were working with the Marketing Department to create materials for Postgraduate students specifically.



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- JB noted that pre-portioned stock of meals had been offered to the University for students who were self-isolating.
- JB noted that there was approximately £15k of alcohol stock which would probably have to be written off due to their sell-by dates and the likely dates of re-opening. JB noted that soft drinks had already been offered to foodbanks where possible.

Date of Next Board Meeting: 9:30am, Tuesday 21st April 2020

Chair

Signed

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Published