

UNIVERSITY OF LINCOLN STUDENTS' UNION
Board of Trustees Meeting (Annual General Meeting)

9:30am, Friday 2nd October 2020
Via Microsoft Teams

Minutes

Name	Job Title
Present:	
Georgia Petts (GP)	Chair/Sabbatical Trustee
James Brooks (JB)	Chief Executive <i>(present for part of the meeting only)</i>
Abi Brown (AB)	Sabbatical Trustee
Lucy Krogdahl (LK)	Sabbatical Trustee
Amina Akugri (AA)	Sabbatical Trustee
Bailey Marchant (BM)	Sabbatical Trustee
Sue Liburd (SL)	Deputy Chair
Liz Mossop (LM)	Vice Chancellor's Nominee <i>(present for part of the meeting only)</i>
Roksana Drobinoga (RD)	Student Trustee (Mature)
Chris Bateman (CB)	External Trustee (Wellbeing)
Jamie Smith (JS)	Student Trustee (Postgraduate)
Abbie Eke (AE)	External Trustee (Legal) <i>(present for part of the meeting only)</i>
Also in attendance:	
Hannah Coleman (HC)	Deputy Chief Executive <i>(present for part of the meeting only)</i>
Danielle Pepper (DP)	Head of Finance <i>(present for part of the meeting only)</i>
Jen Barnes (JBA)	Head of Student Voice & Insight <i>(present for part of the meeting only)</i>
Carrie Jenson (CJ)	Partner, Forrester Boyd <i>(present for part of the meeting only)</i>
Holly Millar (HM)	Executive Assistant <i>(present for part of the meeting only)</i>

Item	Action
PART A	
Executive Business	
1. Welcome & Opening Business	
<ul style="list-style-type: none"> • Apologies for Absence • Declarations of Interest • Health & Safety 	
<ul style="list-style-type: none"> • Apologies were noted for Christian Meadows (CM) (Undergraduate Student Trustee) and Sade Sekoni (SS) (BAME Officer). 	
<ul style="list-style-type: none"> • JS, RD and AE noted updates to their Conflicts of Interest; HM to update the register of interest accordingly. 	HM
<ul style="list-style-type: none"> • It was agreed that LM's role as a member of staff at the University should be noted. 	HM
2. Minutes of the Previous Meetings:	
<ul style="list-style-type: none"> • 10th June 2020 • 4th August 2020 (Extraordinary) • 15th September 2020 (Extraordinary) 	
<ul style="list-style-type: none"> • The minutes were agreed to be accurate records of the respective meetings, subject to an amendment to the minutes from 15th September 2020 regarding Sports Clubs with National Governing Bodies (NGB). 	HM
3. Matters Arising	

Minutes

	<ul style="list-style-type: none"> The updates provided were taken as read; no matters were raised for discussion. 	
4.	Meeting Summaries: <ul style="list-style-type: none"> Executive Committee Meetings Summary Report Sub-Committees Summary Report BAME Working Group Update 	
	<ul style="list-style-type: none"> The updates provided were taken as read; no matters were raised for discussion. 	
5.	Annual Complaints Summary Report	
	<ul style="list-style-type: none"> The paper was taken as read. JB noted that Charities were required to maintain a log of all complaints. AE noted that she and HC were working with Sports and Societies regarding conflict management. LK queried the complaints relating to SIC Security Contractor relating to homophobia and sexism. JB noted that this was being actively monitored and would remain a watching brief. JB noted that there had been some security staff who would not working within the venues again due to their behaviour. 	
6.	Chief Executive's Report	
	<ul style="list-style-type: none"> The report was taken as read. SL commented on the Covid-19 response timeline. The group commended JB and the staff team on the manner in which the ULSU response to Covid and associated finance implications had been handled BK queried the business rates suspension; JB noted that it was a tax payable to the council and had been suspended by the Government until April 2021. RD queried the staff morale issues highlighted in the report; JB noted that some issues had emerged amongst staff who were furloughed and struggling to return to work. AE and CJ noted that this was a known issue for many businesses. JB updated the group regarding the Gateway following BM's query. 	
7.	Annual Accounts: <ul style="list-style-type: none"> Management Report 2019/20 LSUT Annual Accounts 2019/20 <ul style="list-style-type: none"> Accounts to Registrar Full Accounts SUMS Annual Accounts 2019/20 <ul style="list-style-type: none"> Accounts to Registrar Full Accounts ULSU Consolidated Annual Accounts 2019/20 <ul style="list-style-type: none"> Final Accounts 	
	<ul style="list-style-type: none"> The accounts were taken as read. JB and CJ commended DP and her team for their assistance and efforts. CJ noted that there were a couple of isolated incidents highlighted in the Management Report but that there were no significant areas of concern. JB noted that controls had since been put in place regarding the matters highlighted in the report. 	

Minutes

	<ul style="list-style-type: none"> LK queried whether there were any concerns or plans regarding the impact of further lockdowns; JB noted that this would have to be actively managed, particularly for LSUT as the going concern item was a key concern. 	
	<ul style="list-style-type: none"> SL queried whether the Finance & Risk Sub-Committee had conducted any 'black swan' worst case scenario planning; it was agreed that this would be a beneficial exercise. 	JB
	<i>JB, HC, DP and HM left the meeting to enable the group to speak to CJ.</i>	
	<ul style="list-style-type: none"> The group discussed the accounts with CJ. 	
	<ul style="list-style-type: none"> The group ask CJ if staff members were being open and supportive regarding providing information as required. CJ reassured that the staff were transparent and more than helpful 	
	<i>JB, HC, DP and HM returned to the meeting.</i>	
	<ul style="list-style-type: none"> The group approved the annual accounts for the ULSU Group as presented. 	
8.	Financial Position and Strategy <ul style="list-style-type: none"> Cover Sheet Cash Flow Scheme of Delegation August 2020 Monthly Accounts 	
	<ul style="list-style-type: none"> The papers were taken as read. 	
	<ul style="list-style-type: none"> JB outlined the space available within the venues with social distancing in place and the current financial position. JB noted that the outcome of the ACE Funding application was due imminently and that the Trustees would be notified of the outcome of this as soon as it was known. 	JB
	<ul style="list-style-type: none"> AB outlined the communications issues with BUCS; HC noted that the annual affiliation fee had been paid but that individual clubs had not yet paid their entry fees. CB noted concerns regarding the potential level of expenditure on entry costs if there were any concerns regarding the likelihood of the competitions taking place. HC noted that it was being closely monitored and that the entry fee costs were being withheld as long as possible. JB noted that his expectation was that BUCS Competitions would not proceed this year. 	
	<ul style="list-style-type: none"> LM queried whether anything further needed to be discussed at Board level. JB noted that we are in a "Major Incident" and as such full delegated powers were in place to the Major Incident Team. JB chairs the group with GP a member. CB noted that he was comfortable with the information being provided and requested that the regular updates continue. 	
	<ul style="list-style-type: none"> It was noted that James Sewell's resignation from the Board was a significant loss for the Finance & Risk Sub-Committee in terms of external oversight. AE volunteered to join the Finance & Risk Sub-Committee on a temporary basis to provide further oversight which was agreed by the group. HM to invite AE to the meetings going forwards. 	HM
	<i>LM left the meeting due to a conflict of interest.</i>	
	<ul style="list-style-type: none"> The group discussed the relationship between the SU and the University and the Block Grant. 	
	<ul style="list-style-type: none"> The Board requested written confirmation from the University that the value of the Block Grant was protected. 	JB
	<i>LM re-joined the meeting.</i>	
	<ul style="list-style-type: none"> AE queried the other likely recipients of the ACE Funding within the Lincolnshire area. JB noted that the other likely recipient in the area was the LPAC and possibly the Theatre Royal though it wasn't known whether they had applied. JB noted that a portion of the monies could be awarded rather than the full amount applied for. 	

Minutes

	<ul style="list-style-type: none"> JB noted that the priority for financial planning going forwards would be ensuring resilience for the organisation. 	
	<ul style="list-style-type: none"> RD queried the costs of the foodbank within the Advice Centre. HC noted that the current stocks were high. JB noted that it was a core feature of the support provision available to students. 	
	<ul style="list-style-type: none"> The Scheme of Delegation and the monthly accounts were approved. 	
	<ul style="list-style-type: none"> JB noted that he and DP would completing a new budget in November 2020 once Welcome Week had passed and student behaviour was known. 	
	<i>CJ left the meeting.</i>	
9.	Approval of Solicitors	
	<i>AE left the meeting due to a conflict of interest.</i>	
	<ul style="list-style-type: none"> The group agreed with the continued use of Wilkin Chapman LLP for legal services for the ULSU Group. It was agreed that Russell Eke could not act, on a professional basis, on behalf of ULSU due to the conflict of interest. 	
	<ul style="list-style-type: none"> JB noted that Wilkin Chapman LLP has supported ULSU for several years and we have received excellent service from the practice. It was agreed that the legal services would be put to tender in 2022 as part of good governance. 	
	<i>AE re-joined the meeting.</i>	
10.	Approval of Auditors	
	<ul style="list-style-type: none"> JB noted that there had been issues with Forrester Boyd this year as part of the audit process. DP agreed with JB and echoed his suggestion to seek a larger and possibly national auditor. 	
	<ul style="list-style-type: none"> The group agreed that the Audit service would be put out to tender, with Forrester Boyd to be included in that process. 	
	<ul style="list-style-type: none"> CB and SL noted that the tender process would need to commence as soon as possible and asked that the Board be made aware if there were any resource difficulties. 	
11.	Approval of Bankers	
	<ul style="list-style-type: none"> The group agreed with the continued use of Lloyds Bank for banking services for the ULSU Group. 	
12.	Standing Items Review	
	<ul style="list-style-type: none"> Cover Sheet Standing Items 	
	<ul style="list-style-type: none"> The paper was taken as read. 	
	<ul style="list-style-type: none"> CB queried whether there had been a review of the frequency of meetings. JB noted that the current arrangement fit well with the academic year. It was agreed that the current five meetings would remain with the ability to call Extraordinary Board meetings if necessary. 	
	<ul style="list-style-type: none"> The list of standing items was approved. 	
13.	Trustee Business - External Trustee (Finance)	
	<ul style="list-style-type: none"> Cover Sheet Role Description 	
	<ul style="list-style-type: none"> It was noted that this has been discussed under Item 8 as well. 	
	<ul style="list-style-type: none"> CB suggested that the initial approach should be that he, AE and SL headhunt via a their networks in the first instance. 	

Minutes

	<ul style="list-style-type: none"> HM to send the Role Description through to AE, CB and SL. 	HM
	<ul style="list-style-type: none"> SL asked that clear expectations of time commitments be set within the Role Description and that her preference would be for someone who was based within Lincolnshire. 	
14. Updated Policies:		
	<ul style="list-style-type: none"> Cover Sheet Safeguarding Policy Cover Sheet Volunteering Policy 	
	<ul style="list-style-type: none"> The papers were taken as read. 	
	<ul style="list-style-type: none"> JB noted that these were statutory policies and had been presented to the Board for approval for oversight. 	
	<ul style="list-style-type: none"> It was noted that at this time the rule of six would need to be adhered to with any volunteering opportunities. 	
	<ul style="list-style-type: none"> It was agreed that clarity would be offered regarding the examples listed within the Safeguarding, noting that they were not exhaustive. 	HM
	<ul style="list-style-type: none"> It was noted that volunteering opportunities would be verified as Covid-Secure prior to their being offered and that this would be made explicit on the website. 	HC
	<ul style="list-style-type: none"> The policies were approved subject to the amendment noted above. 	
<i>JBa joined the meeting.</i>		
15. SUMS Penetration Testing Proposal		
	<ul style="list-style-type: none"> JBa outlined the principal of penetration testing which many software companies currently undertook. 	
	<ul style="list-style-type: none"> JB noted that there had been one unauthorised attempt to access SUMS. 	
	<ul style="list-style-type: none"> JB noted that there was provision in the budget for this this year and then could be included going forwards. 	
	<ul style="list-style-type: none"> AE queried what internal staff training was in place regarding phishing attempts. JB noted that there were two insurance policies in place, both within the Charity and SUMS, and that SUMS staff had received enhanced training in this area. 	
	<ul style="list-style-type: none"> The group approved this proposal. 	
16. MIP Trends Document		
	<ul style="list-style-type: none"> Cover Sheet Lincoln Students' Union Annual Member Insight Report 2019-20 	
	<ul style="list-style-type: none"> The paper was taken as read. 	
	<ul style="list-style-type: none"> JBa outlined the highlights of the annual report and noted that the decreases in engagement in the survey matched with exam periods. 	
	<ul style="list-style-type: none"> It was noted that this was the first full year of data and that next year there could be a comparison exercise. JBa noted that Kent Union would not be partaking in 2020/21 but that they hoped to re-join the following year. 	
	<ul style="list-style-type: none"> BM suggested that short videos be created, for students, focussed on answering the common queries raised by students within the MIP. 	JB
	<ul style="list-style-type: none"> JB and JBa outlined the structure of the survey and the incentives for students to complete the survey. 	

Minutes

<ul style="list-style-type: none"> RD suggested that videos also be created to emphasise the employability skills which could be gained via volunteering, to reiterate those skills. 	JB
<ul style="list-style-type: none"> CB suggested that targets were quite stretched and suggested that case studies might be beneficial to provide tangible, qualitative feedback. 	
<p><i>JBa left the meeting.</i></p>	
Strategic and Thematic Discussions	
17. Top Five Risks <ul style="list-style-type: none"> Cover Sheet Risk Register 	
<ul style="list-style-type: none"> The papers were taken as read. 	
<ul style="list-style-type: none"> LM queried whether, if risks were not decreasing in spite of mitigations, enough had been measures had been implemented. 	
<ul style="list-style-type: none"> CB noted that there were certain instances where circumstances were outside of ULSU control and therefore there were no mitigation measures available. 	
<ul style="list-style-type: none"> GP noted that there were thorough measures in place to manage public communications within the staff team. GP noted that it was really useful to conduct this review and noted that the register would be reviewed to consider mitigations. 	
18. The Year Ahead <ul style="list-style-type: none"> Cover Sheet Organisational Targets - Discussion 	
<ul style="list-style-type: none"> The paper was taken as read. 	
<ul style="list-style-type: none"> AB noted how much of the current workload was reactionary and the difficulty of setting targets. 	
<ul style="list-style-type: none"> CB suggested that the list as presented be used as measures for this year and RAG Rated going forwards. SL noted that the list was very long and suggested that some of these targets be prioritised and others noted as 'business as usual'. 	
<ul style="list-style-type: none"> JB noted that he expected that the overall outlook would be clearer by Christmas. 	
<ul style="list-style-type: none"> LM queried whether there was a strategic direction of travel for the organisation going forwards. JB noted that going forwards the Strategic Plans would be based on a shorter timescale, probably three years and possibly annually. 	
19. Proposed Sabbatical Trustee KPIs Presentations <ul style="list-style-type: none"> Cover Sheet Vice President Education Vice President Campaigns & Environment Vice President Activities Vice President International Vice President Wellbeing & Community 	
<ul style="list-style-type: none"> The papers were taken as read and the Sabbatical Trustees presented to the group. 	
<ul style="list-style-type: none"> SL queried whether in light of other issues, such as environmental concerns, had fallen down the agenda in light of Covid; JB agreed that it had but that BM's role had been significant in raising awareness and the profile of these issues. 	

UNIVERSITY OF LINCOLN STUDENTS' UNION
Board of Trustees Meeting (Annual General Meeting)

9:30am, Friday 2nd October 2020
Via Microsoft Teams

Minutes

<ul style="list-style-type: none"> SL suggested that a report outlining social and environmental impact be brought to a future Board meeting. 	JB
<ul style="list-style-type: none"> JB noted that he had just received an email from BUCS, during the meeting, noting that indoor sports for students across Higher Education (in England only) were exempt from the 'Rule of 6'. 	
<i>LM left the meeting.</i>	
<ul style="list-style-type: none"> The group approved the KPIs as presented. 	
20. Group Feedback/Meeting Review	
<ul style="list-style-type: none"> The group agreed that it was beneficial to meet in person rather than over Teams and that the meeting had felt very inclusive. It was agreed that meetings going forwards would be conducted in this format where possible, depending on current guidance. 	
<ul style="list-style-type: none"> GP was commended for her role as Chair. 	
21. Any Other Business	
<ul style="list-style-type: none"> CB suggested that an overall organisational Governance Review be undertaken; this was agreed for JB to action. 	JB
<ul style="list-style-type: none"> JB updated the group regarding the electric minibus purchase which was not financially viable. AB noted that students had not been informed as yet and that under current guidance students were not able to share transport. 	
PART B	
22. Sabbatical Trustee Reports & Updates	
<ul style="list-style-type: none"> No matters were raised for discussion on this item. 	
Date of Next Board Meeting: 9:30am, Friday 11th December 2020	

Chair

Signed

.....

.....