



**UNIVERSITY OF LINCOLN STUDENTS' UNION**  
**Board of Trustees Meeting**

9:30am, Wednesday 10<sup>th</sup> June 2020  
 Via Microsoft Teams

**Minutes**

Name	Job Title
<b>Present:</b>	
Cassie Coakley (CC)	Sabbatical Trustee (Chair)
James Brooks (JB)	Chief Executive (Company Secretary)
Abi Brown (AB)	Sabbatical Trustee
Emma Blackburn (EB)	Sabbatical Trustee
Mohit Bulchandani (MB)	Sabbatical Trustee
Georgia Petts (GP)	Sabbatical Trustee
Sue Liburd (SL)	External Trustee (Non-Portfolio)
Liz Mossop (LM)	Vice Chancellor's Nominee ( <i>present for part of the meeting only</i> )
Patricia Rodriguez Lopez-Salvatierra (PR)	Student Trustee (Mature)
Christian Meadows (CM)	Student Trustee (Undergraduate)
Vic Langer (VL)	External Trustee (Deputy Chair)
Hatem Amlı (HA)	Student Trustee (Postgraduate)
Abbie Eke (AE)	External Trustee (Legal)
<b>Also in attendance:</b>	
Hannah Coleman (HC)	Deputy Chief Executive
Danielle Pepper (DP)	Head of Finance
Lucy Krogdahl (LK)	Sabbatical Trustee (Incoming)
Amina Akugri (AA)	Sabbatical Trustee (Incoming)
Bailey Marchant (BM)	Sabbatical Trustee (Incoming)
Roksana Drobinoga (RD)	Student Trustee (Mature) (Incoming)
Jamie Smith (JSm)	Student Trustee (Postgraduate) (Incoming)
Jen Barnes (JBa)	Head of Student Voice & Insight ( <i>present for part of the meeting only</i> )
Alan Bage (ABa)	IT & Data Manager ( <i>present for part of the meeting only</i> )
Emily Stow (ES)	Insight and Research Coordinator ( <i>present for part of the meeting only</i> )
Alan Bage (AB)	IT & Data Manager
Holly Millar (HM)	Executive Assistant
<b>Apologies:</b>	
James Sewell (JS)	External Trustee (Finance)
Chris Bateman (CB)	External Trustee (Wellbeing)

Item	Action
<b>PART A</b>	
<b>Executive Business</b>	
1.	<b>Welcome &amp; Opening Business</b> <ul style="list-style-type: none"> <li>Apologies for Absence</li> </ul>



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	<ul style="list-style-type: none"> <li>• <b>Declarations of Interest</b></li> <li>• <b>Health &amp; Safety</b></li> </ul>	
	<ul style="list-style-type: none"> <li>• Apologies were noted for CB and JS.</li> </ul>	
	<ul style="list-style-type: none"> <li>• It was noted that there was an AOB Item to discuss at the end of the meeting.</li> </ul>	
	<ul style="list-style-type: none"> <li>• CC noted that the SU had sought legal advice from Wilkin Chapman LLP for some of the matters for discussion and AE's connection to Wilkin Chapman was noted.</li> </ul>	
	<ul style="list-style-type: none"> <li>• JB noted that they had implemented social distancing and sourced PPE etc for staff to be Covid-secure, as well as Perspex screens in the bars and Reception, and that a risk assessment would be completed before the venues re-open with consideration for Covid-19 risks.</li> </ul>	
	<ul style="list-style-type: none"> <li>• JB noted that it was likely that the first venue to open would be The Barge and that the re-opening would need to be considered in terms of staffing implications.</li> </ul>	
<b>2.</b>	<b>Minutes of the Previous Meetings:</b> <ul style="list-style-type: none"> <li>• <b>21st April 2020</b></li> <li>• <b>5th May 2020 (Extraordinary)</b></li> <li>• <b>18th May 2020 (Extraordinary)</b></li> <li>• <b>28th May 2020 (Extraordinary)</b></li> </ul>	
	<ul style="list-style-type: none"> <li>• The minutes were agreed to be accurate records of the respective meetings.</li> </ul>	
<b>3.</b>	<b>Matters Arising</b> <ul style="list-style-type: none"> <li>• The updates provided were taken as read.</li> </ul>	
<b>4.</b>	<b>Meeting Summaries:</b> <ul style="list-style-type: none"> <li>• <b>Executive Committee Meetings Summary Report</b></li> <li>• <b>Sub-Committees Summary Report</b></li> </ul>	
	<ul style="list-style-type: none"> <li>• The updates provided were taken as read; no matters were raised for discussion.</li> </ul>	
	<i>LM joined the meeting.</i>	
<b>5.</b>	<b>Chief Executive's Report</b> <ul style="list-style-type: none"> <li>• The report was taken as read.</li> <li>• JB noted that the staff team currently working were very busy but that work and future planning by the staff was progressing well; no matters were raised for discussion.</li> </ul>	
<b>6.</b>	<b>Organisational KPIs,</b> <ul style="list-style-type: none"> <li>• <b>Cover Sheet</b></li> <li>• <b>Report</b></li> </ul>	
	<ul style="list-style-type: none"> <li>• The report was taken as read.</li> <li>• JB noted that Covid-19 had had a considerable impact on the achievement of these KPIs and that this was reflected on the scores and ratings.</li> <li>• VL noted that the progress up until lockdown had been very positive and that it was understandable</li> </ul>	
<b>7.</b>	<b>Annual Member Insight Package (MIP) Data</b> <ul style="list-style-type: none"> <li>• <b>Cover Sheet</b></li> <li>• <b>Report</b></li> </ul>	

**Minutes**

<i>JBa and ES joined the meeting.</i>		
	<ul style="list-style-type: none"> <li>The report was taken as read.</li> </ul>	
	<ul style="list-style-type: none"> <li>ES presented the headline figures from the MIP report and JBa provided context on some of the scores where there were mitigating factors such as exam periods.</li> </ul>	
	<ul style="list-style-type: none"> <li>JBa noted that scores were compared to Kent SU as the MIP had been offered to all Stakeholders of SUMS and that Kent had agreed to that comparative benchmarking.</li> </ul>	
	<ul style="list-style-type: none"> <li>CC queried whether the issues earlier in the year regarding democracy had impacted the scores in Representation and Democracy. JB noted that it inevitably had and that GS had been tasked with creating a new communications strategy to ensure effective communications, particularly in areas where students tended to disengage or groups' views could be polarised.</li> </ul>	
<i>JBa and ES left the meeting</i>		
<b>8.</b>	<b>Employee Engagement Survey Report 2020</b>	
	<ul style="list-style-type: none"> <li><b>Cover Sheet</b></li> <li><b>Report</b></li> </ul>	
	<ul style="list-style-type: none"> <li>The report was taken as read.</li> </ul>	
	<ul style="list-style-type: none"> <li>It was noted that the report had previously been presented to the People &amp; Culture Sub-Committee in May and had been provided here for noting.</li> </ul>	
	<ul style="list-style-type: none"> <li>HC noted that the priority for the HR Department in the current working environment would be agility and staff wellbeing.</li> </ul>	
<b>9.</b>	<b>CEO Statement of Legal Compliance</b>	
	<ul style="list-style-type: none"> <li>The report was taken as read; no matters were raised for discussion.</li> </ul>	
<b>10.</b>	<b>Trustee Business</b>	
	<ul style="list-style-type: none"> <li><b>Proposed Sub-Committee Structure – 2020/21</b></li> <li><b>Board and Sub-Committee Meetings, 2020/21</b></li> <li><b>Approval of Trustee Appointments</b></li> <li><b>Approval of Sabbatical Trustee Contract Extension</b></li> </ul>	
	<ul style="list-style-type: none"> <li>The papers were taken as read.</li> </ul>	
	<ul style="list-style-type: none"> <li>The Sub-Committee Structure was approved by the group.</li> </ul>	
	<ul style="list-style-type: none"> <li>JB noted that the Board and Sub-Committee meetings would be rescheduled in line with the paper and the changes in the academic year 2020/21; HM to distribute a list of meeting dates to the group to confirm.</li> </ul>	<b>HM</b>
	<ul style="list-style-type: none"> <li>The appointments and respective resignations were accepted, and the contract extensions were approved by the group, with relevant conflicts of interest noted for those participants within the meeting.</li> </ul>	
<b>11.</b>	<b>Governance</b>	
	<ul style="list-style-type: none"> <li><b>Non-Substantive Changes to the Bye-Laws Cover Sheet</b></li> <li><b>ULSU Bye-Laws</b></li> <li><b>Returning Officer Guidance Cover Sheet</b></li> <li><b>ULSU Returning Officer Guidance for Referenda</b></li> </ul>	
	<ul style="list-style-type: none"> <li>The papers were taken as read.</li> </ul>	

**Minutes**

	<ul style="list-style-type: none"> <li>JB outlined the proposed changes to the Bye-Laws and the Returning Officer Guidance as included within the papers.</li> </ul>	
	<ul style="list-style-type: none"> <li>EB queried whether the guidance would be available to student; JB noted that it would be published on the website.</li> </ul>	<b>HM</b>
	<ul style="list-style-type: none"> <li>AB queried whether the reference to NUS within the Bye-Laws should remain; JB noted that it could be removed but that this might be politically contentious to remove and would probably constitute a substantive change. It was agreed that this should remain within the Bye-Laws.</li> </ul>	
<b>12.</b>	<b>Banking Mandate Changes</b>	
	<ul style="list-style-type: none"> <li><b>Cover Sheet</b></li> <li><b>Banking Mandate</b></li> </ul>	
	<ul style="list-style-type: none"> <li>The paper was taken as read.</li> </ul>	
	<ul style="list-style-type: none"> <li>DP and AB's conflicts were noted for this item; JB outlined the paper and the changes were approved by the group.</li> </ul>	
	<b>Strategic and Thematic Discussions</b>	
<b>13.</b>	<b>Online Engagement Demographics</b>	
	<i>GS joined the meeting.</i>	
	<ul style="list-style-type: none"> <li>The paper was taken as read; GS presented the headline statistics and demographics to the group.</li> <li>GS was thanked for her report and no queries were raised for discussion.</li> </ul>	
	<i>GS left the meeting.</i>	
<b>14.</b>	<b>Energy Consumption Discussion</b>	
	<ul style="list-style-type: none"> <li><b>Cover Sheet</b></li> <li><b>Graphs</b></li> </ul>	
	<ul style="list-style-type: none"> <li>The papers were taken as read.</li> </ul>	
	<ul style="list-style-type: none"> <li>JB noted that a water leak had been discovered within Engine Shed and that this was reflected within the data as presented.</li> </ul>	
	<ul style="list-style-type: none"> <li>No further queries were raised for discussion.</li> </ul>	
<b>15.</b>	<b>Accommodation Accreditation Scheme Discussion</b>	
	<ul style="list-style-type: none"> <li><b>Housing Accreditation Scheme Cover Sheet</b></li> <li><b>ASM Motion</b></li> </ul>	
	<ul style="list-style-type: none"> <li>The papers were taken as read.</li> </ul>	
<b>16.</b>	<b>SUMS Strategy Aspirations</b>	
	<i>JBa and ABa joined the meeting.</i>	
	<ul style="list-style-type: none"> <li>JB outlined the discussions that occurred at the last meeting of the SUMS Directors, as noted within the paper. SL noted her support for the idea of international expansion of the company and seeking overseas clients.</li> </ul>	
	<ul style="list-style-type: none"> <li>LM noted that the group needed to be comfortable with the risk level of expansion and queried whether external investment could be sought. JB noted that they had not sought investment yet but that it could be explored going forwards.</li> </ul>	



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<ul style="list-style-type: none"> <li>• JB noted that the key strength of SUMS was the adaptation of systems to an SU-friendly system, one example of which was the current development of a virtual Freshers' Fayre following a demonstration of external software.</li> </ul>	
<ul style="list-style-type: none"> <li>• The group agreed with this approach and noted that it was a great opportunity for SUMS.</li> </ul>	
<i>JBa and AB left the meeting.</i>	
<b>17. Group Feedback/Meeting Review</b>	
<ul style="list-style-type: none"> <li>• The group provided feedback on the progress of the meeting and matters discussed.</li> </ul>	
<b>18. Any Other Business</b>	
<ul style="list-style-type: none"> <li>• AB noted that she had received an email from a student requesting a petition be raised to lobby the University for an increase in educational materials and demonstrable activism in line with the Black Lives Matter Campaign. AB proposed that a referendum on this subject be initiated, subject to the Board's approval.</li> </ul>	
<ul style="list-style-type: none"> <li>• LM noted that the University were working on several inclusivity initiatives. GP noted that it was key for students to have sight of the changes being made.</li> </ul>	
<ul style="list-style-type: none"> <li>• JSm queried the impact of a referendum on SU policy; JB noted that the wording of the motion was being drafted currently and that matters approved via referendum were required to be adopted as SU policy for three years following the close of the referendum.</li> </ul>	
<ul style="list-style-type: none"> <li>• CC noted the departure of VL, HA, PR, EB, MB and herself from this Board and a commemorative video thanking VL for her contributions was presented the group.</li> </ul>	
<b>PART B</b>	
<b>19. Sabbatical Trustee Reports &amp; Updates</b>	
<ul style="list-style-type: none"> <li>• No matters were raised for discussion on this item.</li> </ul>	
<b>Date of Next Board Meeting: 9am, Wednesday 30<sup>th</sup> September 2020</b>	

Chair

Signed

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