



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

9:30am, Tuesday 21<sup>st</sup> April 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
James Sewell (JS)	External Trustee (Finance)
Patricia Rodriguez Lopez-Salvatierra (PR)	Student Trustee (Mature)
Christian Meadows (CM)	Student Trustee (Undergraduate)
<b>Also in attendance:</b>	
Hannah Coleman (HC)	Deputy Chief Executive
Danielle Pepper (DP)	Finance Manager
Abbie Eke (AE)	External Trustee (Legal) <i>(pending approval)</i>
Jen Barnes (JBa)	Head of Student Voice & Insight <i>(present for part of the meeting only)</i>
Emily Stow	Insight and Research Coordinator <i>(present for part of the meeting only)</i>
Holly Millar (HM)	Executive Assistant
<b>Apologies:</b>	
Vic Langer (VL)	External Trustee (Deputy Chair)
Hatem Amlı (HA)	Student Trustee (Postgraduate)
Chris Bateman (CB)	External Trustee (Wellbeing)

Item	Action
<b>PART A</b>	
<b>Executive Business</b>	
1. Welcome & Opening Business <ul style="list-style-type: none"> <li>• Apologies for Absence</li> <li>• Declarations of Interest</li> <li>• Health &amp; Safety               <ul style="list-style-type: none"> <li>- Quarterly Accident Report</li> <li>- Incident Reporting Update</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• Apologies were noted for CB and VL.</li> <li>• CC noted that AE was attending this meeting as an observer.</li> </ul>	

Minutes

	<ul style="list-style-type: none"> <li>SL noted that she was now Deputy Lieutenant for Lincolnshire, had joined the Board for NHS Lincolnshire CCG and that she had stepped down from some previous roles.</li> </ul>	
	<i>JBa joined the meeting.</i>	
	<ul style="list-style-type: none"> <li>JBa outlined the new Incident Reporting Dashboard on SUMS for the group's benefit.</li> </ul>	
	<i>JBa left the meeting.</i>	
2.	<b>Minutes of the Previous Meetings:</b> <ul style="list-style-type: none"> <li>12th February 2020</li> <li>23rd March 2020</li> <li>7th April 2020</li> </ul>	
	<ul style="list-style-type: none"> <li>The minutes were agreed to be an accurate record of the meeting.</li> </ul>	
3.	<b>Matters Arising</b>	
	<ul style="list-style-type: none"> <li>The updates provided were taken as read.</li> <li>HC noted that the University had confirmed that the Safeguarding data was not shared with the CCGs at this time.</li> <li>It was noted that several items had been carried over to the June meeting in light of the current situation.</li> </ul>	
4.	<b>Meeting Summaries:</b> <ul style="list-style-type: none"> <li>Executive Committee Meetings Summary Report</li> <li>Sub-Committees Summary Report</li> </ul>	
	<ul style="list-style-type: none"> <li>The summaries were taken as read and no queries were raised.</li> </ul>	
5.	<b>Chief Executive Update</b> <ul style="list-style-type: none"> <li>Report</li> <li>Cash Flow</li> <li>ULSU Forecast</li> <li>LSUT Forecast</li> <li>SUMS Ltd Forecast</li> <li>Risk Register Cover Sheet</li> <li>ULSU Risk Register</li> </ul>	
	<ul style="list-style-type: none"> <li>The report was taken as read.</li> <li>JB noted that many staff had now been furloughed and outlined the current operations of the SU.</li> <li>JB outlined the cash flow scenarios as presented in the papers.</li> <li>SL queried the types of matters being raised with the Advice Centre; JB noted that they were mostly related to accommodation with some academic-related concerns as well. HC noted that the number of wellbeing concerns were increasing as well, particularly for third year students. JB noted that they were working with the University and notifying them of issues raised and trends seen in the Advice Centre.</li> <li>LM outlined the work being undertaken by the University to support students and highlighted which areas were centrally managed and which were specific to the Schools in question.</li> </ul>	

Minutes

	<ul style="list-style-type: none"> <li>• JB noted that it had been decided that the HR Manager would not be joining the organisation and had been furloughed by her previous employer.</li> </ul>	
	<ul style="list-style-type: none"> <li>• JB noted that he had held a Q&amp;A meeting with career staff yesterday afternoon which had been well received and would now be occurring fortnightly.</li> </ul>	
<b>6.</b>	<b>Sabbatical Trustee Verbal Update</b> <ul style="list-style-type: none"> <li>• President</li> <li>• VP Education</li> <li>• VP Activities</li> <li>• VP Welfare &amp; Community</li> <li>• VP International</li> </ul>	
	<ul style="list-style-type: none"> <li>• Each of the Sabbatical Trustees outlined the work that they had been undertaking in the last few weeks, including: <ul style="list-style-type: none"> <li>- Facebook Live events</li> <li>- Efforts to assist student wellbeing by ensuring they were visible online and available to students</li> <li>- Consideration for how KPIs could be amended or achieved in light of the current situation</li> <li>- Supporting International Students specifically</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>• EB outlined the work that had been occurring in regards to Student Accommodation, particularly with private landlords and HMO's (houses of multiple occupancy).</li> </ul>	
	<ul style="list-style-type: none"> <li>• JB noted that the Facebook Live events were receiving high engagement, with many students choosing to watch afterwards.</li> </ul>	
	<ul style="list-style-type: none"> <li>• SL queried the demographics of the students engaging with the online material. JB noted that he would ask the Marketing Department to look into this and report back to the group in June.</li> </ul>	<b>JB</b>
	<ul style="list-style-type: none"> <li>• HC noted that it was proving difficult to engage some students who were disheartened by the general situation but that the Swannies would be going occurring, which was a student-focussed award and recognition event.</li> </ul>	
<b>7.</b>	<b>Member Insight Package (MIP) Update Presentation (replacing Organisational KPIs)</b>	
	<i>ES joined the meeting.</i>	
	<ul style="list-style-type: none"> <li>• ES presented to the group regarding the latest MIP data, as included in the meeting papers.</li> <li>• No questions were raised in this regard.</li> </ul>	
	<i>ES left the meeting.</i>	
	<ul style="list-style-type: none"> <li>• JB noted that these results were positive and were indicative of positive work and feedback in relation to student engagement and satisfaction.</li> </ul>	
<b>8.</b>	<b>Monthly Finance Report – February 2020</b>	
	<ul style="list-style-type: none"> <li>• The report was taken as read and no queries were raised in this regard,</li> </ul>	
<b>9.</b>	<b>Initial Staff Survey Results</b> <ul style="list-style-type: none"> <li>• Cover Sheet</li> <li>• Report</li> </ul>	

Minutes

	<ul style="list-style-type: none"> <li>• <b>Presentation (to be tabled)</b></li> </ul>	
	<ul style="list-style-type: none"> <li>• HC presented to the group and noted that a full analysis would be presented to the People &amp; Culture Sub-Committee in May.</li> </ul>	
	<ul style="list-style-type: none"> <li>• HC commended Sam Bass (SB) (HR Coordinator) in his efforts promoting this survey to staff and noted that engagement had been particularly high.</li> </ul>	
	<ul style="list-style-type: none"> <li>• HC noted that the scores relating to Leadership and Management were particularly high this year and commended the Senior Management Team, and presented the trends over the last three staff surveys to the group.</li> </ul>	
	<ul style="list-style-type: none"> <li>• HC noted that there were clear differences in some of the Commercial areas as demonstrated in the results.</li> </ul>	
	<ul style="list-style-type: none"> <li>• The group noted that the results were really positive and commended JB and HC for their work in this area.</li> </ul>	
10.	<b>Trustee Business</b> <ul style="list-style-type: none"> <li>• <b>Approval of Trustee Appointments</b></li> <li>• <b>Deputy Chair and Supervising Chair Roles</b></li> </ul>	
	<i>AE left the meeting.</i>	
	<ul style="list-style-type: none"> <li>• JB outlined the paper and noted that AE's partner was a Partner at Wilkin Chapman which would be mitigated as a conflict at the time of tendering for legal services.</li> </ul>	
	<ul style="list-style-type: none"> <li>• The group approved the Trustee appointments as presented.</li> </ul>	
	<i>AE re-joined the meeting.</i>	
	<ul style="list-style-type: none"> <li>• The group approved the appointment of SL and AE as Deputy Chair and Supervising Trustee respectively as of 12<sup>th</sup> June 2020.</li> </ul>	
<b>Strategic and Thematic Discussions</b>		
11.	<b>ULSU 2020/21 Budgets Cover Sheet</b> <ul style="list-style-type: none"> <li>• The report was taken as read.</li> <li>• JB outlined that fixed costs were being reduced as far as possible and noted that the previously planned budgets were not being presented at this time, considering the recent changes and likely future scenarios from September.</li> <li>• JB noted that the cash flow forecasting for the likely scenarios would be occurring in the coming weeks.</li> <li>• It was agreed that Financial year 20/21 would be entered without a budget until a clearer picture of the lock down and hospitality ban restrictions would be.</li> </ul>	
12.	<b>Group Feedback/Meeting Review</b> <ul style="list-style-type: none"> <li>• The group agreed that the meeting had been chaired well and progressed at a good pace.</li> </ul>	
13.	<b>Any Other Business</b> <ul style="list-style-type: none"> <li>• No matters were raised for discussion on this item.</li> </ul>	
<b>PART B</b>		



UNIVERSITY OF LINCOLN STUDENTS' UNION  
Board of Trustees Meeting

9:30am, Tuesday 21<sup>st</sup> April 2020  
Via Microsoft Teams

Minutes

14. Sabbatical Trustee Reports & Updates	
<ul style="list-style-type: none"><li>No matters were raised for discussion on this item.</li></ul>	
Date of Next Board Meeting: 10am, Tuesday 5th May 2020 (Extraordinary)	

Chair

Signed

.....

.....

Published