



UNIVERSITY OF LINCOLN STUDENTS' UNION
Board of Trustees Meeting

9:30am, Wednesday 12th February 2020
 Cedar Suite, DoubleTree by Hilton Hotel Lincoln,
 Brayford Wharf North, LN1 1YW

Minutes

Name	Job Title
Present:	
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>)
Vic Langer (VL)	External Trustee (Deputy Chair)
Patricia Rodriguez Lopez-Salvatierra (PR)	Student Trustee (Mature)
Hatem Amlı (HA)	Student Trustee (Postgraduate)
Christian Meadows (CM)	Student Trustee (Undergraduate)
Also in attendance:	
Hannah Coleman (HC)	Deputy Chief Executive
Holly Millar (HM)	Executive Assistant
Dave Andrews (DA)	Head of Commercial Operations
Ian Hodson (IH)	Head of Reward/Deputy Director of HR (<i>present for part of the meeting only</i>)
Natasha McLaren (NM)	Pensions Manager (<i>present for part of the meeting only</i>)
Apologies:	
James Sewell (JS)	External Trustee (Finance)
Danielle Pepper (DP)	Finance Manager

Item	Action
PART A	
Executive Business	
1.	Welcome & Opening Business Apologies for Absence <ul style="list-style-type: none"> • Declarations of Interest

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	<ul style="list-style-type: none"> • Health & Safety – Annual Accident Monitoring Report (2019) • Health & Safety – Annual Accident Monitoring Data (2019) • Energy Consumption Report • Energy Consumption Data 	
	<ul style="list-style-type: none"> • The apologies for DP and JS were noted. • GP, HA and VL to confirm updates to their Declarations of Interest. 	GP, HA & VL
	<ul style="list-style-type: none"> • JB noted that they were going to be reviewing what was reported as accidents regarding Sport considering current HSE Guidance. 	
	<ul style="list-style-type: none"> • JB noted that the serious incident related to the injury in the Sports Centre as previously discussed at the Board. JB outlined the discussions which had been occurring around this with the University's SLT. 	
	<ul style="list-style-type: none"> • JB noted that the Energy Consumption Data was being presented to the Board and the Sub-Committees for noting, given the increasing student focus on the environment and carbon neutrality. JB noted that there was unexplained continued electricity usage over Christmas which was being investigated with the University Estates team. EB noted that there had been discussions regarding an energy usage audit within the main SU Building at University Committees. It was agreed that this should be discussed at the next Board and included on the agenda. 	JB
2.	Minutes of the Previous Meeting, 11th November 2019	
	<ul style="list-style-type: none"> • The minutes were agreed to be an accurate record of the meeting. 	
3.	Matters Arising	
	<ul style="list-style-type: none"> • The updates provided were taken as read. 	
4.	Meeting Summaries:	
	<ul style="list-style-type: none"> • Executive Committee Meetings Summary Report • Sub-Committees Summary Report 	
	<ul style="list-style-type: none"> • The summaries were taken as read and no queries were raised. 	
5.	Organisational KPIs	
	<ul style="list-style-type: none"> • The updates to the KPIs were taken as read. • VL queried the Student Voice KPIs and raised the question of whether student feedback was being sought and captured effectively. LM noted Speak Week and that this would be recurring again in the future. HC noted that Skills Log would be strategically very important in the coming years. 	
6.	Monthly Finance Report – December 2019	

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	<ul style="list-style-type: none"> The report was taken as read. 	
	<ul style="list-style-type: none"> JB highlighted the key items and the Commercial performance which had improved significantly compared to last year. 	
	<ul style="list-style-type: none"> JB outlined the issues around increasing the lease on The Swan and EngineShed and the matter of depreciation. 	
7.	NUS Referendum Discussion	
	<ul style="list-style-type: none"> The paper was taken as read. 	
	<ul style="list-style-type: none"> JB outlined the paper and the outcome of the discussions had with students and the Returning Officer. CC noted that following the drops-ins, there had been little negative response. JB and MB noted that the most consistent feedback was dissatisfaction regarding the process rather than the matter itself. 	
	<ul style="list-style-type: none"> It was agreed that there may be a benefit to having a guidance document, alongside the Bye Laws, based on student feedback. It was also agreed that in some circumstances there may need to be a differentiation between the corporate stance as an organisation and the individual officers. 	JB
	<ul style="list-style-type: none"> JB noted that the NUS matter had been more difficult due to the handover from one Sabbatical Officer team to another. 	
	<ul style="list-style-type: none"> CC updated the group with feedback from the Town Hall meeting that occurred on 10th February 2020, namely wellbeing and the environment/sustainability concerns. JB noted that much of the feedback related to items which the SU could lobby the University for rather than action as an organisation. 	
	<i>IH and NM entered the meeting</i>	
8.	LGPS Pension (Section 75)	
	<ul style="list-style-type: none"> LGPS Pension (Section 75) and Payroll Finance Update Tri-Annual Assessment 	
	<ul style="list-style-type: none"> IH outlined the history of the Local Government Pension Scheme (LGPS) for the SU and the subsequent defined benefit pension scheme. IH noted that there were only six individuals left within the LGPS and that this small number of staff was reflected in the steep increases within the Tri-Annual Assessment. 	
	<ul style="list-style-type: none"> JB noted that he and HC had a conflict in this regard as they were both part of LGPS. It was agreed that they would remain in the meeting. 	
	<ul style="list-style-type: none"> IH noted that the subsequent Tri-Annual may demonstrate an improved position post-Brexit and with an improved political climate, but that this was not guaranteed. 	
	<ul style="list-style-type: none"> IH noted that the risks had been mitigated where possible as the scheme was no longer open to new members but that some other factors could not be controlled. JB noted that the University were the guarantor for the liabilities on LGPS. 	

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	<ul style="list-style-type: none"> JB proposed a discussion with ULSU's auditor regarding a possible separate reserves fund to offset these liabilities; VL agreed that this should occur and advice be sought. 	JB
	<i>IH and NM left the meeting</i>	
9.	<p>Chief Executive's Report</p> <ul style="list-style-type: none"> Report Fire Strategy Report Strategy Update Presentation 	
	<ul style="list-style-type: none"> The papers were taken as read. 	
	<ul style="list-style-type: none"> JB noted that the departure of the Advice Centre Manager had been disappointing but that this presented an opportunity in terms of the upcoming Strategy. 	
	<ul style="list-style-type: none"> JB highlighted the two reputational issues, namely the Macc Lads performance and the photo booth in Engine Shed. It was noted that that the latter issue had been managed proactively and the contract immediately terminated. 	
	<ul style="list-style-type: none"> HA noted the new Students' Unions joining the SUMS Platform were very exciting and congratulated JB for this; JB noted that Manchester Students' Union was a considerable achievement and thanked HC and DA for their efforts in supporting this growth. 	
	<ul style="list-style-type: none"> JB noted that the University had conducted some emergency works on the Fire Alarm system and that there was a plan in place to upgrade the system in the summer period. 	
	<ul style="list-style-type: none"> JB presented to the group regarding the recent overseas trips and the learnings taken from those visits. 	
	<ul style="list-style-type: none"> JB highlighted certain key findings, namely: <ul style="list-style-type: none"> - Student office/social space - Town Hall Meetings - Advocacy/Community Legal Centres - Sustainability/Environmental Focus - Recognition of Student Awards - Food/Book Bank available to all students 	
	<ul style="list-style-type: none"> LM noted that there could be a possible collaborative piece with the Law School and the clinics which they currently run. It was agreed that this could be explored further in the April Board meeting. 	HM
	<i>LM left the meeting</i>	
10.	<p>Trustee Business</p> <ul style="list-style-type: none"> Approval of Trustee Appointment Proposed Board Meeting Dates, 2020/21 Proposed Sub-Committee Meeting Dates, 2020/21 	

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	<ul style="list-style-type: none"> • Proposed Lincoln Students' Union Trading (LSUT) Subsidiary Meeting Dates, 2020/21 • Proposed Students' Union Management System (SUMS) Subsidiary Meeting Dates, 2020/21 	
	<ul style="list-style-type: none"> • The papers were taken as read. 	
	<ul style="list-style-type: none"> • JB outlined the reasons for the proposed appointment of Chris Bateman (CB) to the Board of Trustees; the group approved this appointment. 	
	<ul style="list-style-type: none"> • It was noted that the proposed Board Meeting dates had been amended and tabled; the group approved the meeting dates as presented; HM to add to diaries. 	HM
Strategic and Thematic Discussions		
11. Annual Safeguarding Summary	<ul style="list-style-type: none"> • Cover Sheet • Safeguarding & Duty of Care Report 2019/20 	
	<ul style="list-style-type: none"> • The report was taken as read. 	
	<ul style="list-style-type: none"> • HC updated the group and outlined the key findings and the risks inherent in matters such as first disclosure. The group discussed the potential strategic implications should the SU pursue a professional mental health provision. 	
	<ul style="list-style-type: none"> • JB noted the inherent risks within a 'Nightline' style support provision. 	
	<ul style="list-style-type: none"> • SL queried whether the Safeguarding data was passed on to the CCGs. HC noted that the data from the Advice Centre was not but that she could ask the question of the University. 	HC
	<ul style="list-style-type: none"> • It was agreed that this would be discussed further at the next meeting in April. 	HM
12. Board Effectiveness Scores Review	<ul style="list-style-type: none"> • Cover Sheet • NUS Code Comparison 	
	<ul style="list-style-type: none"> • The papers were taken as read. 	
	<ul style="list-style-type: none"> • It was agreed that this item would be rolled over and discussed at the April Board meeting. 	HM
13. Fundraising Code Update	<ul style="list-style-type: none"> • The update was taken as read. • JB noted that HC had led on this matter and thanked her for her efforts in this. 	
14. Procedure For Emerging Sports Clubs or Societies	<ul style="list-style-type: none"> • Cover Sheet • Procedure For Emerging Sports Clubs or Societies 	

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	<ul style="list-style-type: none"> The papers were taken as read. 	
	<ul style="list-style-type: none"> HC noted that this had been completed following the discussion at the previous meeting in November. AB outlined the discussion with the students in question following the application for an Extinction Rebellion group being declined and the subsequent feedback. 	
15.	Group Feedback/Meeting Review	
	<ul style="list-style-type: none"> Members of the group noted how they felt the meeting had progressed and the discussions that had occurred. 	
16.	Any Other Business	
	<ul style="list-style-type: none"> JB noted that there had been two complaints received and outlined the circumstances around those complaints. The Board agreed that the University Registrar could hear the complaint under a time extension, in light of their medical circumstances, but that this was an exception. VL her involvement in these matters and how she was dealing with this. 	
	<ul style="list-style-type: none"> CC noted that JB would be annual leave immediately prior to the next meeting and therefore a written update would be provided by HC. 	
	<ul style="list-style-type: none"> JB noted that he had met with the University Registrar yesterday and that it had been agreed that the SU could ultimately operate an Accommodation Accreditation Scheme and an Estate Agency. The group agreed that this should be investigated further and presented to the group for possible inclusion in the next Strategy at the June meeting. MB and PR noted that there were concerns regarding International Students and their accommodation. 	JB
PART B		
17.	Trustee Code of Conduct	
	<ul style="list-style-type: none"> Cover Sheet Code of Conduct 	
	<ul style="list-style-type: none"> No matters were raised for discussion on this item. 	
18.	Standing Orders Governing the Process To Determine Additional Responsibilities Within The Executive Committee	
	<ul style="list-style-type: none"> Cover Sheet Standing Orders 	
	<ul style="list-style-type: none"> No matters were raised for discussion on this item. 	
19.	Sabbatical Trustee Reports & Updates	
	<ul style="list-style-type: none"> No matters were raised for discussion on this item. 	



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

Chair

Signed

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