

1pm, 18th May 2020
via Microsoft Teams

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
Christian Meadows (CM)	Student Trustee (Undergraduate)
Sue Liburd (SL)	External Trustee (Non-Portfolio)
James Sewell (JS)	External Trustee (Finance)
Chris Bateman (CB)	External Trustee (Wellbeing)
Abbie Eke (AE)	External Trustee (Legal)
Also in attendance:	
Hannah Coleman (HC)	Deputy Chief Executive
Danielle Pepper (DP)	Finance Manager
Holly Millar (HM)	Executive Assistant
Apologies:	
Hatem Amlı (HA)	Student Trustee (Postgraduate)
Patricia Rodriguez Lopez-Salvatierra (PR)	Student Trustee (Mature)
Liz Mossop (LM)	Vice Chancellor's Nominee
Vic Langer (VL)	External Trustee (Deputy Chair)

Item	Action
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 as above. No matters were raised for discussion regarding Health & Safety. HM to update the Declarations of Interest Register. 	
2. Matters Arising	
<ul style="list-style-type: none"> No matters were raised for discussion. 	
3. Staffing Update	
CM joined the meeting	
<ul style="list-style-type: none"> JB noted that the Without Prejudice discussions with staff had occurred last week, had gone as well as could be expected, and that staff had been appreciative of being 	

1pm, 18th May 2020
via Microsoft Teams

Minutes

	informed as soon as possible. JB noted that the process had occurred with advice and consultation with the solicitors.	
	<ul style="list-style-type: none"> JB noted that unfortunately the furlough money still had not been received from HMRC and that HC would be meeting with Ian Hodson (IH) (Head of Reward/Deputy Director of HR) today to discuss further. JB added that the organisation was continuing to pay student staff via the furlough scheme and that this may need to be paused should the delay on receiving funds continue. 	
	<ul style="list-style-type: none"> JB and HC noted that there had been numerous errors made in last month's payroll. 	
	<ul style="list-style-type: none"> JS proposed that the upload process of the furlough claims be brought in house; JB noted that he would be happy to communicate this proposal to the University from the Board. It was agreed that DP would conduct the furlough claims on behalf of ULSU going forwards and that HC would communicate this with IH later today. 	HC
	<ul style="list-style-type: none"> CM proposed that the entire payroll facility be conducted in-house; JB noted that it had been considered but that unfortunately the current staffing did not support the extra work required at this time. 	
4.	Finance Update: <ul style="list-style-type: none"> Cash Flow Update Budget Forecast Post-Furlough and Redundancies Covid-19 Bounce-back Loan 	
	<ul style="list-style-type: none"> JB tabled the cash flow to the group via screen share. DP outlined the headline items; no queries were raised in this regard. 	
	<ul style="list-style-type: none"> JB tabled the updated budget forecast for the group. 	
	<ul style="list-style-type: none"> JB noted that the Charity was eligible for a £50k Covid-19 Bounce-back Loan and requested approval from the Board; this was approved by the group. 	
5.	Future Planning	
	<ul style="list-style-type: none"> The Board agreed that the meetings were not required to continue on a fortnightly basis now that the situation had stabilised somewhat. It was agreed that the impact of Covid-19 would be delegated to the Finance & Risk Sub-Committee and the People & Culture Sub-Committee as necessary. 	
	<ul style="list-style-type: none"> JB noted that staff were focusing on the development and delivery of training for the incoming Sabbatical Officer Team in a few weeks. 	
	<ul style="list-style-type: none"> JB noted that the matter regarding business rates for The Swan was ongoing and had developed further with the issuance of a bill for the coming year. JB noted that he had consulted a specialist in Hull who had agreed to act on ULSU's behalf for a one off fee. 	
6.	Any Other Business	
	<ul style="list-style-type: none"> JB noted that they had received information regarding BUCS events not occurring until 2021 but that this had not been confirmed as yet. 	
Date of Next Board Meeting: 9:30am, Wednesday 10th June 2020		



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

1pm, 18th May 2020
via Microsoft Teams

Minutes

Chair

Signed

.....

.....

PUBLISHED