



UNIVERSITY OF LINCOLN STUDENTS' UNION
Board of Trustees Meeting

9:30am, Friday 11th December 2020
Via Microsoft Teams

Minutes

Name:	Job Title
Present:	
Georgia Petts (GP)	Chair/Sabbatical Trustee
James Brooks (JB)	Chief Executive
Abi Brown (AB)	Sabbatical Trustee
Lucy Krogdahl (LK)	Sabbatical Trustee (<i>present for part of the meeting only</i>)
Amina Akugri (AA)	Sabbatical Trustee (<i>present for part of the meeting only</i>)
Bailey Marchant (BM)	Sabbatical Trustee (<i>present for part of the meeting only</i>)
Sue Liburd (SL)	Deputy Chair
Liz Mossop (LM)	Vice Chancellor's Nominee
Roksana Drobinoga (RD)	Student Trustee (Mature)
Christian Meadows (CM)	Undergraduate Student Trustee
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
Sade Sekoni (SS)	BAME Officer (<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>)
Holly Millar (HM)	Executive Assistant

Item

Action

PART A

Executive Business

1. Welcome & Opening Business

- Apologies for Absence
- Declarations of Interest
- Health & Safety
- Apologies were noted for:
 - Chris Bateman (CB), External Trustee (Wellbeing)
 - Danielle Pepper (DP), Head of Finance
- GP noted that her and AB's landlord had changed to LiveWithUs; HM to amend the register accordingly.
- JB noted that the fire alarm had been commissioned and that the issues discussed at previous Board meetings regarding Fire Safety were hoped to be resolved.

HM

2. Minutes of the Previous Meeting on 2nd October 2020

- The minutes were agreed to be an accurate record of the meeting.

3. Matters Arising

- The written updates were taken as read.

AE joined the meeting.

- It was noted that a report on Environmental Impact would be brought to the Board in March 2021.
- GP noted that a Governance Working group proposal was included on the agenda.

JB/BM

Minutes

4. Meeting Summaries:

- Executive Committee Meetings Summary Report
- Sub-Committees Summary Report
- BAME Working Group Update
- The written summaries were taken as read.
- It was noted that there had been discussions at the Finance Sub-Committee which had been highlighted in the summary for noting.

5. Chief Executive's Report

- The report was taken as read.
- JB noted the theft of Charity and LSUT property, which had resulted in the person in question being imprisoned.
- JB noted that there had been an issue with the payment merchants, resulting in some urgent work last week to change them. JB
- AB outlined the issues experienced with the Sports Centre, following CM's query.

6. Organisational KPI Update

- Cover Sheet
- KPIs
- The summary and KPIs were taken as read.
- JS queried the stock wastage level. JB noted that the closures meant that there were stock losses due to closures and products being out of date.
- In light of LM's query, JB agreed that there be a colour key included and a Manager's forecast going forwards. HM

7. Finance Update

- Management Accounts – October 2020
- Budget Update (including actuals)
- Cash Flow
- Cash Flow Graphs
- The papers were taken as read.
- The group discussed LSUT's future Strategy.
- SL queried whether there were restrictions on the spending of the Arts Council Funding; JB noted that there were, such as it not being used in conjunction with other grants and the furlough scheme. JB noted that within the ACE Guidelines the expenditure would need to be reported to the Arts Council to demonstrate how the money was spent to enable the release of the final payment.
- JB noted that this expenditure would need to be signed off by a chartered accountant, which Catherine Connell (CC) (Senior Finance Manager) at the University had kindly agreed to undertake.

8. Student Orders Software License

- Cover Sheet
- Agreement
- The papers were taken as read.

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- JB outlined the legal requirements and reasoning for this approval; the group unanimously approved the proposal.

9. VAT Food Exemption

- The paper was taken as read.
- JB outlined the issue which Southampton SU had experienced and the VAT Tribunal which they had subsequently lost.
- JB noted that NUS had invited ULSU to join a group of other Students' Unions and to fund a judicial review, which NUS would then match the total funds.
- JB noted that there was a risk of a reduction in ULSU Group income in light of this issue.
- JB proposed that the VAT Exemption continue to be applied, in light of their previous agreement from HMRC
- JB noted that involvement with NUS on this matter was entirely separate from the NUS Affiliation.
- The group unanimously approved the decision to work with NUS on this matter.

JB

JBa joined the meeting.

BM, LK, AA and SS left the meeting due to a conflict of interest with this item.

10. 2021 Elections

- The paper was taken as read.
- JS queried why the voting period had been shortened; JB noted that this was in line with other SU's and also turnout and voting patterns. JB noted that a long voting period also meant that those students were not engaging with their studies effectively for a longer period which was ultimately detrimental to their academic progression.
- CM queried what the lower threshold for a valid election turnout was; JB noted that this would be their decision of the University's Board of Governors, and that there was no specific figure at present. JB to seek legal advice on this matter.

JB

AE, JBa and SS left the meeting.

BM, LK, AA and SS returned to the meeting.

11. Working Group Proposal

- **Cover Sheet**
- **Proposed Terms of Reference**
- The papers were taken as read.
- JB noted that he had discussed this matter with CB outside of the meeting and that a Working Group had been proposed as a result of that conversation.
- JB noted that CB would be the Chair; HM to amend the Terms of Reference.
- CM queried the decision making power of the group; JB noted that it was CB's idea but that he expected that the group would be more reflective and make proposals to the Board.
- SL noted that she supported this approach and that it was healthy and in line with good practice to reflect on the Board's approach.
- JB noted that GP had volunteered to be a member of the group, and that the membership could be
- The group approved the implementation of this Working Group.

HM

HM

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12. Black Swan Scenario Discussion

- Cover Sheet
- Risk Register
- SUMS Penetration Testing Report
- The papers were taken as read.
- The Board separated into two discussion groups and fed back to the Board as a whole.
- JB noted that these discussions would be considered as part of risk mitigation as Black Swan risks and presented to a future Board meeting.

JB

13. Strategic Discussions

- Cover Sheet
- Mentally Healthy SU's Presentation
- Environment & Sustainability Presentation
- The paper was taken as read.
- LK presented to the group on Mental Health and BM presented on Environment and Sustainability respectively, from a future strategy point of view.
- The Board separated into two discussion groups, to discuss the matters as presented. The groups fed back to the Board as a whole.
- RD proposed that the badge scheme be expanded beyond Sports and Societies; AB outlined the current scheme and agreed that it could be expanded further after this year.
- SL reiterated that it was important that there was clarity on the future strategic ideas to avoid setting unattainable goals.
- JS queried the timeframe that the next strategy would cover; JB noted that this would be a three year Strategy to allow for the organisation to remain dynamic and respond to changing or future students' needs.
- JB noted that these discussions would be considered as part of the future Strategy and presented at the Board meeting in May 2021.

JB

14. Group Feedback/Meeting Review

- The attendees fed back to the group on how the meeting progressed.
- LM asked that any discussion questions and topics be summarised within the email when papers are circulated going forwards.

HM

LM left the meeting.

15. Any Other Business

- No other matters were raised for discussion.

PART B

16. Sabbatical Trustee Reports & Updates

- No matters were raised for discussion on this item.

Date of Next Board Meeting: 9:30am, Friday 12th March 2021



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Chair

Signed

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