



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

6:30pm, 4th August 2020
via Microsoft Teams

Minutes

Present:

Name	Job Title
Georgia Petts (GP)	VP Education/Honorary President (Chair)
James Brooks (JB)	Chief Executive
Sue Liburd (SL)	Deputy Chair
Amina Akugri (AA)	Sabbatical Trustee
Abi Brown (AB)	Sabbatical Trustee
Lucy Krogdahl (LK)	Sabbatical Trustee
Bailey Marchant (BM)	Sabbatical Trustee
Abbie Eke (AE)	Supervising Trustee
James Sewell (JS)	External Trustee (Finance)
Jamie Smith (JSm)	Student Trustee (Postgraduate)
Roksana Drobinoga (RD)	Student Trustee (Mature)
Liz Mossop	Vice Chancellor's Nominee
Also in attendance:	
Hannah Coleman (HC)	Deputy Chief Executive
Holly Millar (HM)	Executive Assistant

Item

Action

1. Welcome & Opening Business

Apologies for absence

- Danielle Pepper (DP), Head of Finance
- Christian Meadows (CM), Student Trustee (Undergraduate)
- Chris Bateman (CB), External Trustee (Wellbeing)

2. Presentation from the Chief Executive

- GP noted the conflicts of interest for JB and AB regarding their roles on the LSUT Board of Directors.
- JB noted that unfortunately DP was currently off work ill and therefore, unfortunately, the final cash flows were not available for presentation to the Board but the principal and decision making of the group remained the same.
- JB presented to the group regarding the current situation, the financial impact of the Covid-19 pandemic and the Governance associated with the subsidiary companies.
- JB noted that Engine Shed was not sustainable as a venue and that The Barge had proven that it was too small to operate as a socially distanced venue.
- It was also noted that people were now scared to go out.
- JB noted that the current estimation was that LSUT would be bankrupt by February 2021 at the latest.
- JB proposed the following:
 - Engine Shed remain closed for live music and events, and that it be used as a social space
 - Tower Bar and The Swan open during the day only
 - Tower Bar open for sport if permitted during the early evening
 - The Barge be closed due to Covid-19 restrictions
 - LSUT become a food and food delivery focused business
 - The outdoor space be maximised with awnings and heaters



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- ULSU hire Engine Shed and Swan as social spaces
 - ULSU pay for the cleaning of those spaces
 - Service charges be suspended
 - Apply for a Government ACE Grant
- JB noted that LSUT Board had agreed to the above proposal but that it was presented to the Trustees for final approval.

3. Organisational Budget

- JB presented the proposed budget for 2020/21 to the group via screenshare.
- JB noted, in response to LM's question, that there was some income expected from external sponsorship for the online Freshers' Fayre but it was a considerable drop compared to last year.
- JB noted that, in response to LM's question, LSUT was barely breaking even in terms of the current operations of The Barge post-Covid due to the number of people that social distancing allowed in the venue and proposed that the venue be hibernated for the time being; LM agreed that the re-purposing of the space would be the best way forwards at this time.
- JS queried whether the full cost for maximising the outside space were necessary. JB noted that SL may have a suitable source relating reclaiming capital expenditure resulting from Covid-19 and therefore it was hoped that some of these costs could be recouped.
- JS noted that this seemed a proactive and sensible approach overall and queried whether the Vice Chancellor was in agreement with of this approach; JB and LM agreed that she was aware and supportive.
- JB noted that he was continuing to have an open dialogue with the University regarding the SU's financial situation. JB proposed that he approach the University regarding the final repayment date of the loan.
- It was noted that GP had thanked the Vice Chancellor for the preservation of the Block Grant which many other SU's had lost as a result of the lockdown.
- JB noted, in response to JSm's question, that it would take roughly one week to return The Barge from hibernation.
- The group approved the expenditure and the proposals as presented.

4. Staff Structure

- The proposed staff structure was presented to the group as part of the presentation.
- JB noted that there would be four redundancies as a result of the restructure.
- JS noted that queried whether the remaining staffing numbers were sufficient. JB noted that there was still some room to amend the structure if necessary but that the Membership areas in particular had been protected as much as possible. LM noted that increasing role flexibility was key, which HC and JB was already the case and was increasing at this time.
- JB noted that his main concern regarding staff was staff wellbeing, both for those who had worked throughout lockdown and those that would be returning from furlough and that there were some HR-related issues emerging which were being managed.

5. Purchases

- This item was discussed as part of the presentation.



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6. Finance Decisions

- This item was discussed as part of the presentation.

7. Any Other Business

- JB noted that the SU's Major Incident Team meetings had been re-established, occurring twice weekly, and that all expenditure now required Senior Management approval to help to manage costs.
- JB noted that the communications around all of the discussions at this meeting needed to remain confidential, particularly with consideration for the staff who would be affected by the restructure.
- GP outlined the proposal, previously mentioned in the SU's statement regarding the BLM Movement, that the BAME Officer attend the Board meetings going forwards as a guest although not a legal Trustee or voting member; no objections to this proposal were raised and this was agreed by the group.

Date of Next Meeting: 9:30am, 2nd October 2020 (AGM)

Chair

Signed

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