



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

9:30am, Tuesday 7th April 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 (<i>present for part of the meeting only</i>)
Georgia Petts (GP)	Sabbatical Trustee
Christian Meadows (CM)	Student Trustee (Undergraduate)
Sue Liburd (SL)	External Trustee (Non-Portfolio) (<i>present for part of the meeting only</i>)
Liz Mossop (LM)	Vice Chancellor's Nominee
James Sewell (JS)	External Trustee (Finance)
Patricia Rodriguez Lopez-Salvatierra (PR)	Student Trustee (Mature)
Hatem Amlı (HA)	Student Trustee (Postgraduate)
Also in attendance:	
Hannah Coleman (HC)	Deputy Chief Executive
Danielle Pepper (DP)	Finance Manager (<i>via Microsoft Teams</i>)
Holly Millar (HM)	Executive Assistant
Apologies:	
Chris Bateman (CB)	External Trustee (Wellbeing)
Vic Langer (VL)	External Trustee (Deputy Chair)

Item

Action

Executive Business

1. **Welcome & Opening Business**
 - Apologies for Absence
 - Declarations of Interest
 - Health & Safety
 - Apologies were noted as above.
 - No matters were raised for discussion regarding Declarations of Interest or Health & Safety.
2. **Matters Arising following Covid-19 Outbreak**
 - The written update was taken as read.
3. **Full Time Staff Furloughing Update**
 - JB noted that the furlough process had gone very well and that staff were generally very positive.
 - JB noted that Jane Kilby (JK) (Employability & Campaigns Manager) had taken voluntary redundancy.

Minutes

- JB outlined the impact of the Government announcement regarding career staff who joined the organisation after 28th February 2020 and are or are not on the PAYE system. JB noted that the early indications were that for staff to be furloughed they would need to have already received a salary payment from ULSU for HMRC to be able to verify and benchmark their salary.
- JS queried whether the new starters could claim furlough via their previous employer. **JB**

4. Student Staff Furloughing Update

- JB noted that this had been very well received by students and how appreciative they were of their being furloughed.

5. Cash Flow/P&L Position

- JB tabled the cash flow to the group via screen share, which included an anticipated £50k Government hospitality grant.
- JS agreed with JB that the current cash flow position was very positive, but JB noted that depending on the duration of the lockdown once the new academic year commences this would be significantly impacted by any support or funding provided to students. JB noted that the monies on this cash flow come predominantly from the Block Grant and SUMS.
- JB noted that this would also impact on the incoming Student Leaders and the feasibility of their commencing their roles, with the proposal being that they receive their salaries and agree to only work approximately half a week.

SL joined the meeting and MB left the meeting.

- SL outlined the current data as received by the NHS and the likely date and duration of the peak of the infections.
- JB noted that they would have to plan multiple cash flows based on the likely scenarios.
- SL noted the importance of remaining agile and agreed with the proposal regarding the new Sabbatical Trustees and suggested that their induction and training period would benefit from being longer and added that their roles would have to adapt to the likely emphasis on a 'digital' University student experience in September.
- AB and GP agreed with the proposed changes regarding the Sabbatical Trustee roles.
- JB noted that there was nothing within the Students' Unions' governance to prevent this plan.
- It was agreed that JB, HC, GP, AB and CC have a call with the new Sabbatical Trustees to explain the situation and the plan going forwards.

6. Student Leader Training 2020-21/Contracts

- Discussed under Item 5.

7. Future Planning

- JB proposed that he and HC work with the Sabbatical Trustees on a strategic business plan including budgets and a cash flow, to be presented back to the group for approval; this was approved by the group. **JB**

8. Any Other Business

- CC noted that she and the Appointments Panel met virtually with a potential new External Trustee (Legal), Abbie Eke (AE) who would be an observer at the next Board meeting.



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

Chair

Signed

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