

UNIVERSITY OF LINCOLN STUDENTS' UNION
Board of Trustees Meeting

8:30am, Tuesday 19th November 2019
Platform, University of Lincoln Students' Union,
Brayford Pool, Lincoln, LN6 7TS

Minutes

Present:

Name	Job Title
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
James Sewell (JS)	External Trustee (Finance) <i>(present for part of the meeting only)</i>
Vic Langer (VL)	External Trustee (Deputy Chair)
Patricia Rodriguez Lopez-Salvatierra (PR)	Student Trustee (Mature)

Also in attendance:

Hannah Coleman (HC)	Deputy Chief Executive
Danielle Pepper (DP)	Finance Manager
Holly Millar (HM)	Executive Assistant
Jen Barnes (JBa)	Head of Student Voice & Insight <i>(present for part of the meeting only)</i>

Apologies:

Hatem Amli (HA)	Student Trustee (Postgraduate)
Christian Meadows (CM)	Student Trustee (Undergraduate)

Item	Action
PART A	
Executive Business	
1. Welcome and Opening Business	
<ul style="list-style-type: none"> • Apologies for Absence • Declarations of Interest • Health & Safety <ul style="list-style-type: none"> – Accident Monitoring – August & September 2019, Doc. 1.2 	
<ul style="list-style-type: none"> • Apologies were noted were HA and CM. 	
<ul style="list-style-type: none"> • GA noted that she was no longer a tenant with Cloud Lettings; HM to update. 	HM

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	<ul style="list-style-type: none"> VL noted that she had been appointed a Chair of the New Economics Organising Network (NEON); HM to update. 	HM
	<ul style="list-style-type: none"> JB noted that there had been an increased number of sports injuries resulting in broken bones but that there was no discernible reason for this increase and no action required. 	
2.	Minutes of the Previous Meetings: <ul style="list-style-type: none"> Board of Trustees Meeting (AGM), 4th September 2019, Doc. 2.1 Board of Trustees Meeting (Extraordinary), 19th September 2019, Doc. 2.2 <ul style="list-style-type: none"> The minutes were agreed to be an accurate record of the respective meetings. 	
3.	Matters Arising <ul style="list-style-type: none"> JB noted that they were looking into employing a member of career staff, part-time, specifically to focus on Health & Safety. 	
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 reports were taken as read; no queries were raised. VL queried how the Accountability Sub-Committee was progressing; SL noted that that the last meeting had been a very productive and well structured. 	
5.	Chief Executive's Report <ul style="list-style-type: none"> Report Staff Structure <ul style="list-style-type: none"> The report was taken as read. JB outlined the matter relating to Fire Alarms and Fire Strategy, including the history of it being raised with the University dating back to 2014. JB noted that a new Fire Strategy was pending, following the ongoing review over the last few months which had raised serious concerns regarding the fabric of the building and the suitability of some of the fire doors. JB noted that, historically, the Fire Alarm testing conducted by the University had not been adequate which was evident by the issue of an alarm being tested which activated an alarm in an adjacent building. LM queried whether there should be a joint ULSU/University Fire Policy. JB noted that it was the responsibility of the University to conduct the fire strategy of the building, the fire policy and procedures is the Union's responsibility. It was agreed that a report on the issues and new University's new Fire Strategy for the building would be presented to the next Board meeting. 	JB

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6.	Organisational KPIs <ul style="list-style-type: none"> Cover Sheet Proposed Reporting Schedule 	
	<ul style="list-style-type: none"> The report was taken as read. 	
	<ul style="list-style-type: none"> JB outlined the rationale behind the RAG ratings that had been applied. VL noted that the report was much easier to read; no queries were raised in this regard. 	
7.	Monthly Finance Report – October 2019 (to be tabled)	
	<ul style="list-style-type: none"> JB noted that the October accounts had not yet been completed but that the Weekly Finance reports had been tabled for the group's information. 	
	<ul style="list-style-type: none"> VL queried whether there would be a review of The Barge's operations after one year of opening, considering adverse weather and the other issues that had been encountered over the year. JB noted that the business would need to be refocussed slightly from purely cocktails to focus more on the USP of the fact it is a Barge. The new Ski lodge concept will launch next week which increases the capacity in this adverse weather. 	
8.	Review and Approval of Student Leader Role Changes <ul style="list-style-type: none"> Cover Sheet International Activities Education Campaigns & Environmental Wellbeing & Community 	
	<ul style="list-style-type: none"> The report was taken as read. 	
	<ul style="list-style-type: none"> JB noted that this had been approved by the ASM in October 2019, which had been quorate at the time, and that the role descriptions were being presented for approval here. 	
	<ul style="list-style-type: none"> JB noted that there needed to be a documented process, in the form of a standing order, relating to the allocation of the roles of Chair of the Board etc. It was agreed that this would be presented to the Board at the next meeting. 	JB
	<ul style="list-style-type: none"> EB noted that she would prefer the title to be VP Campaigns & Environmental; this was agreed by the group. 	
9.	Special Resolution to adopt new University of Lincoln Students' Union Articles of Association <ul style="list-style-type: none"> Cover Sheet ULSU Articles November 2019 v.2.2 	
	<ul style="list-style-type: none"> The proposed changes were taken as read. 	

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<ul style="list-style-type: none"> The Board agreed that the changes proposed herein were non-substantial and approved these changes. It was noted that these would be submitted to Companies House and the Charity Commission within fourteen days. 		
10. Non-Substantive Byelaws Changes	<ul style="list-style-type: none"> Cover Sheet Byelaws 	
<ul style="list-style-type: none"> The proposed changes were taken as read. 		
<ul style="list-style-type: none"> The Board agreed that the changes proposed herein were non-substantial and approved these changes. 		
11. Student Trustee Feedback	<ul style="list-style-type: none"> PR noted that the recent matters of note, including NUS, had been handled well by the Sabbatical Officers and praised them for that. 	
Strategic and Thematic Discussions		
12. Risk & Appetite Discussion	Cover Sheet, Doc. 12.1	
<ul style="list-style-type: none"> Charity Commission Guidance, Doc. 12.2 		
<ul style="list-style-type: none"> VL noted that she thought that this matter should be discussed as a matter of good governance, considering the growth of the organisation. 		
<ul style="list-style-type: none"> VL noted that she thought that there may be a benefit to considering how risks are presented, ranked, managed and discussed and a determination of which areas there were high and low risk appetites for. 		
<ul style="list-style-type: none"> It was agreed that SL, VL, JB and CC would meet in January 2020 to discuss this further. 		JB
13. Accommodation Discussion	<ul style="list-style-type: none"> Cover Sheet Code of Practice - City of Lincoln Student Housing Accreditation Scheme 	
<ul style="list-style-type: none"> The report was taken as read. 		
<ul style="list-style-type: none"> HC outlined the history of this matter and the issues highlighted within the report. 		
<ul style="list-style-type: none"> EB noted that she had attended an Accredited Landlord Forum recently. HC noted that ULSU were not a partner of the Accreditation Scheme. 		
<ul style="list-style-type: none"> JB noted that Accommodation was becoming an increasing concern for students and that it would be more prominent in the upcoming new Strategy. 		
<ul style="list-style-type: none"> VL, GP and EB noted that students expected and should receive accommodation up to the recommended standards as set out by the external organisations, rather than the minimum. 		

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	<ul style="list-style-type: none"> MB noted that International Students could only rely on the images and descriptions of accommodation as shown online. 	
	<ul style="list-style-type: none"> The group discussed the potential risks, such as the relationship with the University and the reputation of the organisation. 	
	<ul style="list-style-type: none"> JB agreed to discuss this matter further with the University before the Board decided whether ULSU should progress with their own accreditation scheme. 	JB
14. Strategy Update	<ul style="list-style-type: none"> Organisational Values Discussion 	
	<ul style="list-style-type: none"> The report was taken as read. 	
	<ul style="list-style-type: none"> JB noted that the initial thoughts of the upcoming strategy were the focus on wellbeing, and the different strands of that and what contributed to students' wellbeing. 	
	<ul style="list-style-type: none"> The group agreed that the value of Nurturing would be amended to Sustainable in the new Strategy. 	JB
15. Code of Fundraising Practice	<ul style="list-style-type: none"> Cover Sheet Code of Fundraising Practice 	
	<ul style="list-style-type: none"> The report was taken as read. 	
	<ul style="list-style-type: none"> HC outlined the new code and noted that there was a small amount of work to be taken in terms of policy review in order to comply with this new code. The group agreed unanimously that the organisation should register and review the policies as necessary. 	JB/DP
16. Brand Guidelines	<ul style="list-style-type: none"> Cover Sheet Brand Guidelines 	
	<ul style="list-style-type: none"> The report was taken as read; the Board approved these guidelines. 	
	<i>JS left the meeting.</i>	
17. Associate Members of the University of Lincoln Students' Union Membership Fees Review		
	<ul style="list-style-type: none"> The report was taken as read and approved by the group. 	
18. Charity Commission Guidance – Charities with Trading Subsidiaries	<ul style="list-style-type: none"> Cover Sheet Infographic Checklist 	

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<ul style="list-style-type: none"> The report was taken as read and the review was approved. It was agreed that this matter would be discussed further by the Finance & Risk Sub-Committee at the next meeting in January 2020. 	JB
<i>JBa joined the meeting</i>	
19. Freshers' Week 2019 Engagement Review <ul style="list-style-type: none"> Review Full Report 	
<ul style="list-style-type: none"> JBa joined the meeting and presented the highlights of the key findings of the Freshers' Week 2019 Review. 	
<ul style="list-style-type: none"> JBa noted that this was the first year which a full analysis of the data had been conducted. HC noted that this had been the first year where the moving in of students had been spread across the weekend rather than mostly the Sunday. 	
<ul style="list-style-type: none"> VL queried how this data and information would be utilised for and fed into the new Strategy. JB noted that this was a key concern as there were known representation and communication issues relating to Postgraduate students. 	
<i>JBa left the meeting</i>	
20. President Verbal Update – NUS	
<i>This matter was discussed at an earlier point in the meeting.</i>	
<ul style="list-style-type: none"> CC noted that the ASM had occurred in October 2019 and that there had been quoracy initially, but that attendee numbers had decreased over the course of the meeting which affected the discussion of NUS. 	
<ul style="list-style-type: none"> It was noted that the referendum had closed, with 2,614 votes with 1,539 'No' votes meaning that ULSU would proceed with disaffiliating from NUS. 	
<ul style="list-style-type: none"> LM expressed concerns about the communications. 	
<ul style="list-style-type: none"> VL noted that she thought the learning from this matter was the communication and handover between Sabbatical Officer Teams. 	
<ul style="list-style-type: none"> SL noted her concerns over the reputation of the organisation, namely resulting from the expected backlash from those who voted to stay within NUS. 	
<ul style="list-style-type: none"> JB proposed that the Sabbatical Officers offer drop-ins, as a group, to those who wish to discuss the disaffiliation further. 	
<ul style="list-style-type: none"> AB noted that many questions had been raised on social media regarding the utilisation of the money which would have been spent on the affiliation fee and that this would be worthwhile promoting. 	
<ul style="list-style-type: none"> LM suggested that a review be conducted. JB noted that any complaints needed to be made through the Returning Officer. 	

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	<ul style="list-style-type: none"> JB noted that he would prefer if the role of Returning Officer was an external party. It was agreed that Bye Law 8 and the role of the Returning Officer would also be reviewed, following an initial review by JB to be circulated to the group. 	JB
	<ul style="list-style-type: none"> The group agreed that the communication to the Board regarding the results of the Referendum should be sent to the Board first for consideration, before publication. 	JB
21.	Group Feedback/Meeting Review	
	<ul style="list-style-type: none"> The group discussed the meeting matters discussed. 	
	<ul style="list-style-type: none"> The group agreed that the format of the papers worked well. LM asked that Environmental Impact be included on the report format as a matter for noting; HM to action. 	HM
	<ul style="list-style-type: none"> SL praised the Sabbatical Officers regarding the referendum and noted that unfortunately social media backlash was part of modern society and that it should not be considered personally and taken to heart. LM echoed this and agreed with SL. 	
22.	Any Other Business	
	<ul style="list-style-type: none"> AB noted there had previously been an application for an Extinction Rebellion Society, which had been declined by the Executive Committee. AB noted that there had been negative feedback from the students in question and that their approach overall towards the organisation and the staff had been very poor. AB asked the group whether they were happy to uphold the decision of this committee. 	
	<ul style="list-style-type: none"> The group discussed the matter and it was agreed that the decision would be upheld at this point and discussed further at the next meeting, supported by a paper outlining the process and the reasoning for this decision. 	AB
	<ul style="list-style-type: none"> JB noted the process and criteria for the consideration of applications would need to be clearly defined within a Policy. 	JB
PART B		
23.	The Barge Ops Plan	
	<ul style="list-style-type: none"> No matters were raised for discussion. 	
24.	Board of Trustees Standing Items, 2019-20	
	<ul style="list-style-type: none"> No matters were raised for discussion. 	
25.	Board of Trustees Standing Items, 2019-20	
	<ul style="list-style-type: none"> No matters were raised for discussion. 	



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Date of Next Board Meeting: 9:30am, 12th February 2020

Chair

Signed

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