

UNIVERSITY OF LINCOLN STUDENTS' UNION
Board of Trustees Annual General Meeting (AGM)

9:30am, Wednesday 4th September 2019
Boardroom, Wilkin Chapman LLP, The Maltings,
11-15 Brayford Wharf East, Lincoln, LN5 7AY

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
Hatem Amlı (HA)	Student Trustee (Postgraduate)
Sue Liburd (SL)	External Trustee (Non-Portfolio)
Liz Mossop (LM)	Vice Chancellor's Nominee
James Sewell (JS)	External Trustee (Finance) <i>(present until agenda point 12)</i>

Also in attendance:

Hannah Coleman (HC)	Deputy Chief Executive
Danielle Pepper (DP)	Finance Manager
Shanna Limm (SLm)	Union Administrator

Apologies:

Vic Langer (VL)	External Trustee (Deputy Chair)
Patricia Rodriguez Lopez-Salvatierra (PR)	Student Trustee (Mature)
Christian Meadows (CM)	Student Trustee (Undergraduate)
Holly Millar (HM)	Executive Assistant

Item	Action
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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 Report, June – July 2019 	
<ul style="list-style-type: none"> • The apologies for absence were noted by the group. • HA noted that his Declarations of Interest required an update with the following: 	

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	<ul style="list-style-type: none"> - Honorary Associate Membership with the Universities of Cambridge and Liverpool - Research Assistant at the University of Lincoln • MB added that his Declarations of Interest also required an update, due to an alteration with his landlord and the property now owned by the Capital Group. • It was noted that these would be updated by HM. 	SLm/HM
	<ul style="list-style-type: none"> • It was noted that Lorna Cruickshank (LC) (former Activities Manager) was no longer with the organisation; JB added that a Health and Safety report would be presented to the Board on an annual basis, with H&S reviewed at all Finance and Risk sub-committee meetings. • JB noted that there was an ongoing issue regarding the flooring in the Engine Shed toilets, with numerous members of Commercial management raising serious concerns over potential slips and trips, following recent refurbishment. The floor is slipperier than a previous floor and the colour prevents seeing surface water. JB noted he had approved SU fund to replace the floor with something fit for purpose. In the meantime all slips, trips and near misses would be recorded, in order to demonstrate the severity of the situation to the University's Estates department. The group agreed that this was disappointing from the Estates department. 	
2.	<p>Minutes of the Previous Meetings:</p> <ul style="list-style-type: none"> • Annual General Meeting, 5th September 2018 • Board of Trustees Meeting, 12th June 2019 • Board of Trustees Meeting (Extraordinary), 8th August 2019 	
	<ul style="list-style-type: none"> • The minutes were agreed to be an accurate record of the respective meetings. 	
3.	<p>Matters Arising</p>	
	<ul style="list-style-type: none"> • The updates provided were taken as read. 	
	<ul style="list-style-type: none"> • JB noted that the action regarding EdenTree had been postponed as a result of the recent VAT developments; it was added that assessing current finances was the priority for the immediate future. • CC noted that she would provide an update in relation to NUS during point 15 of the agenda. 	
4.	<p>Meeting Summaries:</p> <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. 	
5.	<p>Chief Executive's Report</p>	

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	<ul style="list-style-type: none"> • Report • Staff Structure 	
	<ul style="list-style-type: none"> • JB noted that issues regarding VAT had since been resolved, with work ongoing for the partial exemption agreement which was being looked into further by RSM. 	
	<ul style="list-style-type: none"> • It was noted that HC had reviewed the terms and conditions provided by the Sports Centre in relation to sports teams utilising the facilities, with many of the outlined terms being unfeasible. 	
	<ul style="list-style-type: none"> • The group discussed liability in terms of incidents in the Sports Centre and it was agreed that JB would discuss the ongoing matter with Simon Parkes (SP) (Deputy Vice Chancellor) in their next catch-up meeting. 	JB
	<ul style="list-style-type: none"> • HA queried the implementation of reusable cups in The Engine Shed; JB noted that the initiative was positive from an environmental, with the cups due to arrive prior to Freshers' Week. • CC added that the scheme had been well-received on social media, with the scheme appealing to the collector appeal of Quack in particular. 	
	<ul style="list-style-type: none"> • Further to this, HA queried concerns regarding representation within the Lincoln Medical School. HC noted that the collaboration with University of Nottingham Students' Union had been challenging due to the opposing cultures, with work ongoing towards the representation system within the School. • LM noted that the identity of Lincoln Medical School students may be difficult to establish before they start, with the first cohort being likely to identify predominantly as a Lincoln student. 	
6.	Organisational KPIs <ul style="list-style-type: none"> • Cover Sheet • Proposed Reporting Schedule 	
	<ul style="list-style-type: none"> • JB noted that KPI Schedule would be altered throughout the year with an optimistic stance currently taken. 	
	<ul style="list-style-type: none"> • EB queried organisational KPIs for The Barge, with JB confirming that these were due to be received for the next SMT on 16th September; it was added that DP was due to create a P&L sheet for The Barge's figures in the July period, with the whole organisation monthly P&Ls not being started until August. • JB added that although there had been recurrent issues with The Barge's Wi-Fi connectivity, and supporting the team with operational matters, the general outlook was positive. 	
	<ul style="list-style-type: none"> • The document was approved by the group. 	
7.	Annual Accounts: <ul style="list-style-type: none"> • ULSU Consolidated Annual Accounts 2018-19 	

Minutes

	<ul style="list-style-type: none"> - Final Accounts, 2018-19 • LSUT Annual Accounts 2018-19 <ul style="list-style-type: none"> - Accounts to Registrar - Full Accounts • SUMS Annual Accounts 2018-19 <ul style="list-style-type: none"> - Accounts to Registrar - Full Accounts • Management Report 2018-19 	
	<ul style="list-style-type: none"> • JB provided the group with an overview of the accounts and it was noted that without the extraordinary factors of VAT payment of £141K to HMRC and the near £400K increase in pension liability, the organisation had generated a surplus of approximately £100k in 18/19 which was positive. • It was noted that events and bookings in The Engine Shed had become more frequent, with acts of a higher calibre also due to be hosted by the venue. 	
	<ul style="list-style-type: none"> • HA queried intangible assets; JB noted that this was to SUMS, with the value unchanged from the previous year with no amortization being applied. 	
	<ul style="list-style-type: none"> • JS noted that the value of SUMS was growing and can be substantiated for public declaration on the accounts. It was also noted that labour costs had increased, however the service charge could quantify this. The Finance and Risk Committee would consider this value for a review on next year's Annual Accounts. 	
8.	Approval of Solicitors	
	<ul style="list-style-type: none"> • The group approved the appointment Wilkin Chapman LLP. 	
9.	Approval of Auditors	
	<ul style="list-style-type: none"> • The group approved the appointment Forrester Boyd. 	
10.	Approval of Bankers	
	<ul style="list-style-type: none"> • The group approved the appointment Lloyds Bank. 	
11.	Student Trustee Feedback	
	<ul style="list-style-type: none"> • The Sabbatical Trustees agreed that the organisation was moving in a positive direction, with encouraging feedback received thus far. • Following a staff Away Day to Loughborough Students' Union, it was agreed that there was a collective sense of pride amongst the staff for the organisation and the way in which the Sabbatical Trustees operated alongside students. 	
	Strategic and Thematic Discussions	

Minutes

12.	Proposed Sabbatical Trustee KPIs Presentations <ul style="list-style-type: none"> • Cover Sheet • President • Vice President Education • Vice President Activities • Vice President International • Vice President Welfare & Community 	
	<ul style="list-style-type: none"> • CC, GP, AB, MB and EB presented their proposed KPIs to the group respectively. 	
	<ul style="list-style-type: none"> • HA queried how CC would gain insight in relation to the proposed upcoming strategy; CC noted that student voice would be taken into account, with research going towards non-undergraduate student interests and best practice across the world. 	
	<ul style="list-style-type: none"> • LM suggested that the wording of CC's KPI 3 be adjusted to highlight student involvement; it was agreed that CC would make the relevant changes to this. 	CC
	<ul style="list-style-type: none"> • Following on from GP's presentation, HA queried the effectiveness of the current rep system; GP noted that further training was required on the handling of scenarios within Schools. LM noted that focus on the enhancement of Rep relations and experiences was hugely positive and crucial for operations going forwards. • It was noted that further work was due to take place with the current rep system, with the Student Voice department to facilitate the rep system to a higher degree. 	
	<ul style="list-style-type: none"> • SL queried how underperforming Reps would be approached; GP noted that rep welfare would be a predominant focus throughout the year. 	
	<ul style="list-style-type: none"> • Further to AB's overview, HA queried the feasibility of a 24-hour Sports Centre; it was noted that the project had been discussed over a prolonged period, with the initiative being achievable as long as students respected the facility. 	
	<ul style="list-style-type: none"> • In relation to EB's focus on the accessibility of the Brayford campus, JB added that the University had agreed to repair the Engine Shed disabled lift which had not been in operation for several years, which was a positive step. 	
	<ul style="list-style-type: none"> • LM suggested that the group present their KPI's to the University's Senior Leadership team, this was discussed and it was agreed that CC would present to the group at a later date. 	CC
13.	Vice Chancellor's Nominee Role on the Board – Disclosure Discussion	
	<ul style="list-style-type: none"> • The group discussed LM's remit as the Vice Chancellor's Nominee and it was agreed that going forwards the conflict of interest policy would be followed with any matters the Board did not wish to be discussed outside ULSU would be highlighted in the meeting, 	
	<ul style="list-style-type: none"> • It was agreed that LM's position was valuable in terms of effectively resolving the issues discussed within Board and the Board welcomed this. 	

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14. Strategy Update	
<ul style="list-style-type: none"> Staff SWOT Analysis 	
<ul style="list-style-type: none"> GP noted that staff had discussed the Students' Union's values during the Away Day on 16th August, with staff agreeing that several values were now outdated. It was agreed that values would be discussed in the following Board of Trustees meeting. 	HM
<ul style="list-style-type: none"> HA queried the potential impact of Brexit on the Students' Union, as well as students; JB noted that fortnightly MIT meetings had been arranged to discuss all upcoming matters. It was noted that the foodbank provisions, as well as cleaning products were being stockpiled in the meantime, with all menus to be reviewed should there be changes to pricing. HC noted that legal advice had been sought in relation to Students' Union employees with EU status, with the organisation regularly communicating to and supporting those affected as best possible. 	
15. President Verbal Update - NUS	
<ul style="list-style-type: none"> CC provided the group with an overview of the plans in place in relation to NUS and how this would be communicated to students; it was noted that more clarity in relation to the Board of Trustees' role had been requested from several students. 	
16. Group Feedback/Meeting Review	
<ul style="list-style-type: none"> SL noted that it had been beneficial to hear the Student Leaders' plans for the year, with the overviews adding value to the meeting; it was agreed. 	
17. Any Other Business	
<ul style="list-style-type: none"> It was agreed that the next Board of Trustees meeting in November would take place at 8.30am due to diary availability. 	
<ul style="list-style-type: none"> CC proposed that further to discussions regarding NUS, the Board of Trustees should call for an All Student Members meeting, in order to discuss disaffiliation and the annual accounts in a transparent manner; this was approved by the group. 	CC
<ul style="list-style-type: none"> HA queried the Students' Union's involvement with Lincoln Drill Hall; JB noted that there had been no updates on the matter, as no further meetings had taken place with the DVC Finance and Infrastructure. 	
<ul style="list-style-type: none"> It was noted that it was vital for all Trustees to engage and appropriately fulfil their positions and correspond when required. 	
<ul style="list-style-type: none"> The group discussed the vacant Trustee position, further to James Rayner (JR) (former Trustee) stepping down from his role. JB suggested that recruitment for the position be postponed in line with work towards the new Strategy, with the position to potentially link to welfare; this was agreed by the group. 	



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PART B	
18.	Trustee Policies <ul style="list-style-type: none"> • Trustee Code of Conduct • Confidentiality Agreement • Conflict of Interest Policy • Expenses Policy
	<ul style="list-style-type: none"> • The policies were approved by the group.
19.	Sabbatical Trustee Reports & Updates: <ul style="list-style-type: none"> • President • Vice President Education • Vice President Activities • Vice President International • Vice President Welfare & Community
	<ul style="list-style-type: none"> • The reports and updates were taken as read.
Date of Next Board Meeting: 9:30am, 19th November 2019	
Date of Next Board AGM Meeting: TBC	

Chair

Signed

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