



UNIVERSITY OF LINCOLN STUDENTS' UNION
Board of Trustees Meeting

9:30am, Wednesday 12th June 2019
 Boardroom, Wilkin Chapman LLP, The Maltings,
 11-15 Brayford Wharf East, Lincoln, LN5 7AY

Minutes

Present:

Name	Job Title
Kudzai Muzangaza (KM)	Sabbatical Trustee (Chair)
James Brooks (JB)	Chief Executive (Company Secretary)
Vic Langer (VL)	External Trustee (Governance) (Deputy Chair)
Tommy George (TG)	Sabbatical Trustee
Sophia Liu (SL)	Sabbatical Trustee
Cassie Coakley (CCo)	Sabbatical Trustee
Grace Corn (GC)	Sabbatical Trustee
Christian Cowdell (CC)	Student Trustee (Undergraduate)
Sue Liburd (SLb)	External Trustee (Non-Portfolio)
Patricia Rodriguez Lopez-Salvatierra (PR)	Student Trustee (Mature)
Liz Mossop (LM)	Vice Chancellors Nominee
James Sewell (JS)	External Trustee (Finance) <i>(present for part of the meeting only)</i>

Also in attendance:

Hannah Coleman (HC)	Deputy Chief Executive
Lorna Cruickshank (LC)	Activities Manager <i>(present for Item 1 only)</i>
Christian Meadows (CM)	Student Trustee (Undergraduate – Incoming)
Abi Brown (AB)	Sabbatical Trustee (Elect)
Emma Blackburn (EB)	Sabbatical Trustee (Elect)
Mohit Bulchandani (MB)	Sabbatical Trustee (Elect)
Georgia Petts (GP)	Sabbatical Trustee (Elect)
Rebecca Forster (RF)	Environmental Manager, University of Lincoln <i>(present for part of the meeting only)</i>
Holly Millar (HM)	Executive Assistant

Apologies:

Hatem Amlı (HA)	Student Trustee (Postgraduate)
Danielle Pepper (DP)	Finance Manager

Item	Action
PART A	
Executive Business	

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1. Welcome and Opening Business	
<ul style="list-style-type: none"> • Apologies for Absence • Declarations of Interest • Health & Safety - Accident Monitoring Report 	
<ul style="list-style-type: none"> • Apologies were noted for DP and HA. 	
<ul style="list-style-type: none"> • It was noted that since the last meeting, James Rayner (JR) had since resigned his position as the External Trustee (Graduate) for personal reasons. The Board thanked JR for his contribution to the Board. 	
<ul style="list-style-type: none"> • LC outlined the latest accident monitoring data; no further matters were raised for discussion. 	
<i>LC left the meeting.</i>	
2. Minutes of the Board of Trustees Meeting, 24th April 2019	
<ul style="list-style-type: none"> • The minutes were agreed to be an accurate record of the meeting. 	
3. Matters Arising	
<ul style="list-style-type: none"> • The updates provided within the papers were taken as read; no further matters were raised for discussion. 	
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 updates provided within the papers were taken as read; no further matters were raised for discussion. 	
5. Chief Executive's Report	
<ul style="list-style-type: none"> • The report was taken as read. 	
<ul style="list-style-type: none"> • VL and LM commended JB and the staff for their delivery of The Barge, for which there was a soft launch for invitees only on 11th June 2019. JB noted that he had received a huge amount of positive feedback on this matter. 	
<ul style="list-style-type: none"> • JB outlined the Auguar Review and the potential impact that it could have, were it to go ahead. 	
<ul style="list-style-type: none"> • KM congratulated JB and the SUMS Staff for their nomination at the Lincolnshire Technology Awards, which were due to take place tomorrow evening. 	
<ul style="list-style-type: none"> • No further matters were raised for discussion. 	
6. Organisational KPIs Update	
<ul style="list-style-type: none"> • The report was taken as read. 	

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	<ul style="list-style-type: none"> • JB noted that the Student Life Pulse results would be received in July, and therefore many of the KPIs relating to those were outstanding. • No further matters were raised for discussion. 	
7.	ULSU 2019/20 Operational Plans Summary	
	<ul style="list-style-type: none"> • The summary was taken as read. • JB noted that these had been included in the papers last time but that those with budget figures had been updated following approval of the 2019-20 Budgets by the Board. • HC noted that the KPIs relating to Activities was linked to the Theme 4 discussion included within the papers for this meeting. JB noted that the discussion regarding participation versus elite sport was pertinent now, particularly in relation to mental health. • No further matters were raised for discussion. 	
8.	Group Management Accounts April 2019	
	<ul style="list-style-type: none"> • The report was taken as read. • JB noted that they would be looking to create a 5 year Finance Strategy within the organisation and assisted by JS. • No further matters were raised for discussion. 	
9.	EdenTree Investment Management	
	<ul style="list-style-type: none"> • Cover Sheet • Amity Balanced Fund • Charity Application Form • Balanced Facts Sheet • Client Testimonials 	
	<ul style="list-style-type: none"> • JB noted that this matter would normally have been discussed by the Finance & Risk Sub-Committee but that this meeting had been cancelled due to its proximity to this Board meeting. • JB noted that the Auditors had advised ULSU to seek investment opportunities for their reserves and that Eden Tree operated to an ethical set of values which were in accord with ULSU. • JS advised that professional advice be sought in terms of further advice on this; JB agreed to investigate this with a Financial Advisor. 	JB
10.	Employee Engagement Survey Results	
	<ul style="list-style-type: none"> • Cover Sheet • Summary Report • Whole Organisation Report • Multiple Demographic Report by Department 	

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	<ul style="list-style-type: none"> JB noted that the results were positive overall and reflected what he and HC had expected in terms of Membership Services. TG reiterated that it was very positive to see that Commercial had improved. 	
	<ul style="list-style-type: none"> JB noted that these had been discussed at the People & Culture Sub-Committee last week. 	
	<ul style="list-style-type: none"> HC outlined the salary benchmarking process and the reasoning for this work being undertaken. JS noted that this had been a matter of discussion within his workplace as well and that it was a beneficial piece of work to undertake. 	
11.	<p>Risk Register Review</p> <ul style="list-style-type: none"> Cover Sheet Risk Register SUMS Risk Register 	
	<ul style="list-style-type: none"> The updates were taken as read. 	
	<ul style="list-style-type: none"> JB noted that the introduction of a new Sabbatical Team would always be a risk due to the considerable change which this would result in, in terms of approach and the focus of the new Sabbatical Trustees. 	
	<ul style="list-style-type: none"> TG noted that it may be worth including Academic Representation on this register as an ongoing matter for monitoring. 	
	<ul style="list-style-type: none"> JB outlined the matter relating to the incident with Basketball and the potential liability there. JB noted that CCo was conflicted on this matter as she had been named in the claim. 	
	<ul style="list-style-type: none"> JB noted that the learnings from this would be built into the training for the Sports and Societies next year and that the Activities Department would need to put a considerable amount of work into this as an education piece next year, in collaboration with AB. CM queried whether there was a central document which Sports and Societies could refer to for queries regarding Risk Assessments etc. JB noted that there processes in place currently but that there were lessons to be learned from this. CC noted that there were loopholes within the online training; JB noted that these needed to be remedied and that HC and Activities were already in the process of reviewing this. It was agreed that an update on this item would be provided at the September Board. 	HC
12.	<p>LSUT Service Charge 2019/20</p> <ul style="list-style-type: none"> Cover Sheet Service Charge Calculations 	
	<ul style="list-style-type: none"> JB noted that this was an annual review for Board approval; the group approved these charges for 2019/20. 	
13.	<p>SUMS Service Charge 2019/20</p> <ul style="list-style-type: none"> Cover Sheet 	

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	<ul style="list-style-type: none"> • Service Charge Calculations 	
	<ul style="list-style-type: none"> • JB noted that this was an annual review for Board approval; the group approved these charges for 2019/20. 	
14.	SUMS License Fee Review 2019/20	
	<ul style="list-style-type: none"> • JB outlined the reasoning for this review and the proposed figure; the group approved this for 2019/20. 	
15.	Scheme of Delegation 2019/20	
	<ul style="list-style-type: none"> • Cover Sheet • Scheme of Delegation 	
	<ul style="list-style-type: none"> • KM noted that this was also part of the annual review, sent for Board approval; the group approved this for 2019/20. 	
16.	CEO Statement of Legal Compliance, Doc. 16.1	
	<ul style="list-style-type: none"> • JB noted that he drafted this annually for the Board's oversight. • VL raised concerns relating to the DBS Certificates; the group agreed that, going forwards, prospective Trustees would not be able to undertake that role until their DBS Certificate had been verified. HM to draft a policy for future Trustees outlining this and review the current documents in place. 	HM
17.	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 were taken as read. • Each of the Sabbatical Trustees outlined their reports and key wins. All the Sabbatical Trustees thanked the Board for their support over their time as Trustees. 	
Strategic and Thematic Discussions		
18.	NUS Affiliation Update	
	<ul style="list-style-type: none"> • KM outlined the discussions had by the Executive Committee and the latest updates relating to NUS, and a possible disaffiliation by ULSU, including the matters outlined in the report included in the papers. 	

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<ul style="list-style-type: none"> VL noted that it was important that student feedback was highlighted in any decision made, so that it did not appear that the Board had acted without the consideration for their views. 	
<ul style="list-style-type: none"> CCo noted that in relation to BUCS Funding, the transparent approach that had been taken this year had been received very well and that this was an approach worth taking forwards with this matter. 	
<ul style="list-style-type: none"> CM queried the level of participation and engagement from the student body on this matter. VL suggested that it may be worth attaching to a Bye-Election to further assist with student engagement. 	
<ul style="list-style-type: none"> LM agreed that openness and honesty with the student members in terms of what giving notice to NUS meant, in laymen's terms, would be the best approach. 	
<ul style="list-style-type: none"> Following discussion, the Board agreed that ULSU would give notice to NUS to disaffiliate as of December 2019. 	KM
<ul style="list-style-type: none"> KM agreed to draft a statement to students regarding this disaffiliation, which he and CCo would co-sign for CCo to take forwards as President Elect for 2019/20. 	KM
19. Theme 4 Review	
<ul style="list-style-type: none"> The group split into separate working groups to discuss the questions proposed within the papers regarding the strategic approach for Sports Clubs going forwards, in terms of participation versus elite performance. 	
<ul style="list-style-type: none"> The consensus of the feedback was that social sport would be more beneficial to support, with the aim of widening participation. CCo noted that anecdotal feedback from those students who did participate with a view of competing, were more focussed on that competitive elements than BUCS per se. LM proposed that an overall budget for the year be established for each sports club, with targets be set for self-raised funds. The possibility of a matched funding approach was discussed. 	
<ul style="list-style-type: none"> KM thanked the group for their assistance and input on this matter. It was agreed that this feedback would be compiled and considered going forwards in terms of ULSU's strategic approach going forwards. 	
20. University Sustainability Strategy Redevelopment – Partnership Working	
<i>RF entered the meeting</i>	
<ul style="list-style-type: none"> RF introduced herself and the approach that the University were hoping to take going forwards and in collaboration with ULSU. 	
<ul style="list-style-type: none"> RF noted that the University had formally declared a climate emergency and that it was hoped that a draft strategy would be presented to the University's Estates and Technology Steering Group (ETSG) in December 2019. 	

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	<ul style="list-style-type: none"> RF noted that a committee had been set up, to be chaired by Matthew Crago (MC) (Pro Vice Chancellor / Head of College of Arts). GC noted that there was considerable interest from the student members in this area. 	
	<ul style="list-style-type: none"> RF noted that there were some changes which could be quickly implemented (such as the removal of desk bins across staff areas) and others which would require a long-term approach. 	
	<ul style="list-style-type: none"> KM thanked RF for attending the meeting and for her input. 	
	<i>RF left the meeting</i>	
21.	HEPI Measuring well-being in Higher Education <ul style="list-style-type: none"> Cover Sheet Policy Note 	
	<ul style="list-style-type: none"> KM noted that the inclusion of this item was partly a result of the Less Stress More Success Campaign which ULSU had run for the past couple of years, and a potential blurring of the ideas relating to Mental Health and Mental Wellbeing. 	
	<ul style="list-style-type: none"> CC and MB both noted that loneliness was a prevalent concern, particularly in regard to International and Post-Graduate students. 	
	<ul style="list-style-type: none"> VL proposed that this would be a prevalent matter for discussion for the Residential Meeting in August where there was more scope to discuss this overall. JB agreed and noted that Emily Stow (ES) (Insight Coordinator) would be asked to present to the Board at the Residential with a summary findings report in this area. 	JB
	<ul style="list-style-type: none"> LM noted that this was a key matter for the University as well and was at the forefront of a strategic approach going forwards. 	
	<ul style="list-style-type: none"> JB noted that the first meeting for relating to the University's OfS Grant in this area was occurring on 20th June, which HM would be attending on this occasion, with JM's agreement, to feedback. 	
22.	BUCS Initiations Presentation Pack <ul style="list-style-type: none"> Cover Sheet Presentation Facilitator's Pack 	
	<ul style="list-style-type: none"> CCo's conflict as a BUCS Sport Participant was noted in relation to this item. 	
	<ul style="list-style-type: none"> JB noted that this was mostly an Executive matter, but that it was being raised for the Board to note. 	
	<ul style="list-style-type: none"> It was noted that a draft letter from the BUCS Regional Lead had been tabled for the Board's information as well. HC noted that this letter had been received with only a day's notice and that therefore ULSU's name had not been included in the submission. 	
23.	RAG Annual Plan	



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	<ul style="list-style-type: none"> • Cover Sheet • Annual Plan 	
	<ul style="list-style-type: none"> • JB noted that the inclusion of this item and the following one were due to the increase in engagement and interest from students in these areas and that plans for 2019/20 had been included in the papers accordingly. 	
	<ul style="list-style-type: none"> • The reports were taken as read and no matters were raised for discussion. 	
24.	Community Volunteering Annual Plan	
	<ul style="list-style-type: none"> • Cover Sheet • Annual Plan 	
	<ul style="list-style-type: none"> • The reports were taken as read and no matters were raised for discussion. 	
25.	Meeting Feedback/Matters for Discussion at the Residential	
	<ul style="list-style-type: none"> • It was agreed that a Board effectiveness review would be conducted, as had been done last year, as well as the discussion regarding Mental Wellbeing as noted earlier in the meeting. 	
26.	Any Other Business	
	<ul style="list-style-type: none"> • JB noted that, following James Rayner's resignation, SLb had agreed to undertake the role of the Supervising Trustee. The group approved this appointment. 	
	<ul style="list-style-type: none"> • KM thanked the Board for their support over the last couple of years. CCo thanked KM for his contribution to the Board during his time as Chair. 	
	<ul style="list-style-type: none"> • CC was thanked for his contributions as a Student Trustee over his tenure. 	
27.	Any Other Business	
	<ul style="list-style-type: none"> • The group went into reserved business; JB, HC and HM left the meeting. 	
PART B		
28.	Accountability Sub-Committee Terms of Reference,	
	<ul style="list-style-type: none"> • No matters were raised for discussion. 	
Date of Next Board Meeting: 7th & 8th August 2019 (Residential)		

Chair

Signed

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