



UNIVERSITY OF LINCOLN STUDENTS' UNION
Board of Trustees Meeting

11am, Tuesday 1st May 2018
 Cranwell Room, Holiday Inn Express, Ruston Way,
 Brayford Enterprise Park, Lincoln, LN6 7DB

Minutes

Present:

Name	Job Title
Kudzai Muzangaza (KM)	Sabbatical Trustee (Chair)
James Brooks (JB)	Chief Executive (Company Secretary)
Tommy George (TG)	Sabbatical Trustee
Sophia Liu (SL)	Sabbatical Trustee
Luke Exton (LE)	Sabbatical Trustee
Connor Delany (CD)	Sabbatical Trustee
Hannah Coleman (HC)	Head of HR
Vic Langer (VL)	External Trustee (Governance)
James Rayner (JR)	External Trustee (Graduate)
Christian Cowdell (CC)	Student Trustee (Undergraduate)
Hester Davies (HD)	Student Trustee (Inter-Professional)
Beverley Purdy (BP)	Student Trustee (Mature)
Also in attendance:	
Hannah Coleman (HC)	Deputy Chief Executive
Megan Graham (MG)	HR Manager (<i>present for Item 10 only</i>)
Holly Millar (HM)	Executive Assistant

	Item	Action
	PART A	
1.	Apologies for absence	
	<ul style="list-style-type: none"> • Paul Tatton (PT), External Trustee (Finance) • Chris Bateman (CB), External Trustee (Participation) 	
	Declarations of Interest	
	<ul style="list-style-type: none"> • The document was taken as read. • CC noted that in 2018/19 he would be the President and Treasurer of the History Society and the City Pubs Society respectively. 	
2.	Minutes of the Previous Board of Trustees Meeting, 7th March 2018	
	<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"> • It was noted that the KPI updates had been included in the papers for this meeting. • HC noted that she had confirmed the level of participation with the Staff Engagement Survey to VL. • It was noted that the work on the Housing Accreditation Scheme and the Alterline Student Mental Health Survey was ongoing. • It was noted that HM would distribute the full Alterline Student Mental Health report in due course. • It was noted that the work following the Board Effectiveness Review was ongoing. 	HM



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	<ul style="list-style-type: none"> JB noted that the tender process regarding the Auditors had been completed and that the Finance and Risk Sub-Committee had recommended the approval of Forrester Boyd as the Auditors due to significant cost saving; no objections were raised by the group. 	
Executive Business		
4.	Meetings: <ul style="list-style-type: none"> Executive Committee Meetings Summary Report Sub-Committee Meetings Summary Report 	
	<ul style="list-style-type: none"> The documents were taken as read and no items were raised for discussion. 	
5.	Reports: <ul style="list-style-type: none"> Sabbatical Trustee Reports and Updates Sabbatical Trustee KPIs Chief Executive's Report 	
	<ul style="list-style-type: none"> The documents were taken as read. 	
	<ul style="list-style-type: none"> KM noted that since the last Board meeting the Sabbatical Trustees had been focusing on campaigns (namely SHAG and Less Stress), both of which had garnered high levels of engagement and that he was now undertaking a review to consider how similar campaigns could be improved in the future. 	
	<ul style="list-style-type: none"> KM noted that he and the elected NUS Delegates had attended the NUS Conference in Glasgow and that there had been a sit-in protest which resulted in the conference being halted for a day. 	
	<ul style="list-style-type: none"> The Sabbatical Trustees provided detailed updates regarding their Officer Reports and KPIs respectively. 	
	<ul style="list-style-type: none"> CC queried whether these KPIs would be measured for a further year by the Sabbatical Trustees who were continuing for another year. KM noted that they would be considered and evaluated but that they would not be carried directly over. VL noted that KPIs were intended to drive rather than measure performance. 	
	<ul style="list-style-type: none"> The group discussed the Sabbatical Trustee Training as noted in the Chief Executive's Report. KM noted an email from PT in which he noted that he would strongly support the planned training for KM and TG as it would demonstrate that all staff are treated fairly in terms of their opportunity to improve. JB added that the benefits for TG's role could clearly be demonstrated and that this level of support would be in line with the values of the organisation. VL agreed and noted that JB had the delegated authority for this type of decision and that the group present should be more focussed on Strategic aims. JB noted that HC was in the process of amending the relevant policy to include a clause in this regard clarifying the potential repayment requirements should they leave before their term ended. 	
	<ul style="list-style-type: none"> In regards to the Medical School, HD queries whether the students would still be students of Nottingham and members of their SU. JB noted that there was a lot of work occurring in this area and that clarity was required on this and other concerns. VL noted that the British Medical Association in effect had their own SU and it was agreed that it would be beneficial for TG to initiate contact there. 	TG



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	<ul style="list-style-type: none"> JB noted that the policies from the most recent All Student Members Meeting had been delegated to the Executive Committee, to which the group agreed. It was noted that, from June 2018, TG's role title would be VP Education. 	
	<ul style="list-style-type: none"> The Financial Monitoring Report for March 2018 was tabled; no queries were raised by the group. 	
6.	Trustee Appointments	
	<ul style="list-style-type: none"> KM noted that VL and JR had agreed, temporarily, to undertake the roles of Deputy Chair and Supervising Trustee respectively; the group approved these appointments. 	
7.	Risk Register Summary	
	<ul style="list-style-type: none"> The document was taken as read. 	
	<ul style="list-style-type: none"> TG requested that Post-18 funding be added to Risk Register; this was agreed, along with the recommendation that TG attend the next Finance & Risk Sub-Committee meeting on 22nd August 2018. 	TG
	<ul style="list-style-type: none"> KM noted that the atmosphere at the aforementioned NUS Conference had been factional and not befitting of ULSU's values. KM noted that there had been previous referendums within ULSU and that any decision in this area would need to be carefully considered. 	
8.	Poker Society Application	
	<ul style="list-style-type: none"> Cover Sheet Application Form 	
	<ul style="list-style-type: none"> The document was taken as read. LE noted that his role as VP Activities presented a potential conflict with regards this item. 	
	<ul style="list-style-type: none"> JB noted that the Executive Committee had recommended that this Society be approved but that they were seeking approval from the Board. CC noted that to deny this application could be seen as hypocritical. HC noted that there were strict controls already in place in terms of Society events and their frequency, which would mitigate the risk of an excessive number of events occurring. HD noted that the application appeared well considered and researched. The group approved the creation of the society as discussed. 	
Strategic and Thematic Discussions		
9.	Organisational KPIs	
	<ul style="list-style-type: none"> It was agreed that these would be discussed in depth at the next meeting in June 2018. 	HM
	<i>MG entered meeting.</i>	
10.	Employee Engagement Survey Results	
	<ul style="list-style-type: none"> MG highlighted the key figures from the survey and noted that the investigations recently undertaken within the Commercial Department had affected engagement within Commercial and Student Staff. It was also noted that there had been a 	



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	considerable improvement in scores within the Central and Membership Departments and that the new management structure within the Commercial Department had already visibly improved the culture.	
	<ul style="list-style-type: none"> MG noted that going forwards various initiatives, including Management Away Days, would be organised to encourage cross-collaboration between teams and that progress in these areas would be reassessed internally in six months' time. 	
	<ul style="list-style-type: none"> KM commended the work undertaken by the HR Department in this area and during the recent investigations in the Commercial Department. 	
	<ul style="list-style-type: none"> TG noted that a potential way of improving the Student Staff response rate was for the marketing to demonstrate the impact that their responses could have. 	
	<i>MG left the meeting.</i>	
	11. Student Life Pulse Report	
	<ul style="list-style-type: none"> The document was taken as read. 	
	<ul style="list-style-type: none"> JB noted the majority of the work involved in improving these results was the marketing of the work already undertaken by the SU; it was agreed that this item would be deferred to the meeting in June 2018 when there would be a second set of data for comparison. 	HM
	12. Health and Safety	
	<ul style="list-style-type: none"> No items were raised for discussion. 	
	13. Any Other Business	
	<ul style="list-style-type: none"> KM tabled a paper regarding the outcome of the Remuneration Sub-Committee in March 2018 and noted that there had been minimal changes to JB's Job Description. TG proposed that the item regarding the CEO be removed from the Risk Register. The group approved the changes and TG's proposal. 	
	<ul style="list-style-type: none"> VL requested that Safeguarding be discussed as a Part A item at the next meeting in June 2018. 	HM
Date of Next Meeting: 9:30am, 13th June 2018		

Chair

Signed

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