



**UNIVERSITY OF LINCOLN STUDENTS' UNION  
Board of Trustees Meeting**

9:30am, Wednesday 13<sup>th</sup> June 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
Vic Langer (VL)	External Trustee (Governance) (Deputy Chair)
Paul Tatton (PT)	External Trustee (Finance)
Christian Cowdell (CC)	Student Trustee (Undergraduate)
Chris Bateman (CB)	External Trustee (Participation)
Beverley Purdy (BP)	Student Trustee (Mature)

**Also in attendance:**

Holly Millar (HM)	Executive Assistant
Cassie Coakley (CCo)	Sabbatical Trustee ( <i>prospective</i> )
Grace Corn (GC)	Sabbatical Trustee ( <i>prospective</i> )
Hatem Amlı (HA)	Student Trustee (Postgraduate) ( <i>prospective</i> )
Saffah Danial (SD)	Student Trustee (Inter-Professional) ( <i>prospective</i> )
Michael Redpath (MR)	Head of Events and Marketing ( <i>present for Item 6 only</i> )
Lorna Cruickshank (LC)	Activities Manager ( <i>present for Item 10 only</i> )
Jen Barnes (JBa)	Head of Student Voice and Insight ( <i>present for Item 14 only</i> )

**Item**

**Action**

**PART A**

**1. Apologies for absence**

- Hannah Coleman (HC), Deputy CEO
- Hester Davies (HD), Student Trustee (Inter-Professional)
- James Rayner (JR), External Trustee (Graduate)
- Patricia Rodriguez Lopez-Salvatierra (PR), Student Trustee (*prospective*)

**Declarations of Interest**

- The document was taken as read.
- KM noted that he had a conflict of interested regarding Item 10 as a former member of the Rugby League Club. LE also noted a conflict regarding this item as he had advised some of the teams on their original applications. It was also noted that CB and LE were members of the Participation Sub-Committee which had made the original decision.
- CB noted that he needed to update his Conflicts of Interest and that he would email HM accordingly.

**CB**

**2. Minutes of the Previous Meeting, 1<sup>st</sup> May 2018**

- The minutes were agreed to be an accurate record of the meeting.

**3. Matters Arising**



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- HM noted that her action regarding the Alterline Student Mental Health Survey had been completed.
- TG noted that he had looked into the British Medical Association's Students' Union and that it was not in line with the ULSU's values and therefore would not be pursued any further.
- JB noted that the concerns regarding the Medical School were ongoing.
- JB noted that the Risk Register and Departmental KPIs would be updated in full and, along with the Student Life Report, would be discussed at the Residential meeting in August 2018.
- It was noted that Safeguarding had been included as Item 13 on the agenda.

JB

### Executive Business

#### 4. Executive Committee Meetings Summary Report

- The document was taken as read and no matters were raised for discussion.

#### 5. Reports:

- **Sabbatical Trustee KPIs**
- **Chief Executive's Report**
- **Finance Summary**
- The Sabbatical Trustees elaborated on the progress of their KPIs over the past year.
- KM commended LE's work with Activities and the impact that he had had on students, despite many of his KPIs being recorded as red. CB added that some indicators may not not necessarily have been within LE's control and that this was something for the Sabbatical Trustees to bear in mind for their 2018/19 KPIs.
- In relation to BUCS and BUCS points, JB noted that some research being conducted by Sheffield Hallam University would be presented to the Board in September.
- TG noted that there were discrepancies between the RAG ratings on the KPIs, particularly in relation to CD's evaluation. VL noted that the purpose of the KPIs should be considered more generally and how they are defined.
- The Chief Executive's report was taken as read and it was noted that, since the creation of the report, SUMS had won Education Project of the Year at the Lincolnshire Technology Awards which had significantly raised the profile of SUMS with local businesses.
- CB commended the work of ULSU staff regarding the recent restructure; JB noted he was very pleased with the new SMT structure and how the workplace culture has improved.
- KM noted that the money raised for RAG was just shy of the £10k, which was a huge achievement in comparison to previous years.
- PT queried whether the Advice Centre would be discussed at the Residential in August 2018; JB agreed and noted that Employability and Advice were key areas for improvement for ULSU.
- It was noted that the May 2018 Management Accounts had been tabled and that the Balance and P&L Sheets would be distributed after the meeting.

JB

JB

## Minutes

### 6. Risk Register

- Risk Register Summary
- In-House Club Night Brand Proposal

*MR joined the meeting.*

- The group approved this proposal.

*MR left the meeting.*

### 7. Scheme of Delegation

- Cover Sheet
- Scheme of Delegation 2018/19
- JB outlined the changes to the Scheme of Delegation as presented and noted that the changes to the rules governing the issuance of Gift Aid.
- The group approved this document as presented.

### 8. LSUT Service Charge

- Cover Sheet
- Service Charge Calculations
- The group approved these charges as presented.

### 9. SUMS Service Charge

- Cover Sheet
- Service Charge Calculations
- The group approved these charges as presented.

### 10. Appeal of BUCS Rejected Application

- Cover Sheet
- BUCS Funding Procedure
- Men's Fencing
- Women's Fencing
- Rugby League Men's Firsts
- Lacrosse Men's Firsts
- VolleyBall Men's Firsts
- Basketball Men's Seconds

*LC entered the meeting.*

- VL took over as Chair of the meeting for this item due to KM's aforementioned Conflict of Interest regarding Rugby League.
- LC outlined the current process for BUCS funding and any subsequent appeals.
- JB noted that there were other sources of funding available for social sport purposes and that BUCS was purely for elite level competitive sport. JB and LC explained the points system for the respective BUCS teams and how this could affect the rankings of Lincoln.
- CB noted that he was comfortable with the decision made by the Participation Sub-Committee and suggested that the process of appeal be reviewed.



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- The group discussed the appeal made by Fencing at length. The group agreed that none of the appeals would be granted and that the decision of the Participation Sub-Committee would be upheld.
- It was agreed that LE would inform the clubs of the decision. KM resumed his position as Chair.

*LC left the meeting.*

### Strategic and Thematic Discussions

#### 11. Recommendation of Appointments Panel

- The recommendations of the panel were approved and it was noted that they would be implemented as of 2pm on 15<sup>th</sup> June.
- PT proposed an External Trustee be nominated as an external point of contact for the Student and Sabbatical Trustees; this was agreed and it was noted that pairing recommendations would be circulated.

#### 12. Trustee Meetings/Governance Review

- **Creation of Accountability & Insight Sub-Committee and Amendments to the Finance & Risk and People & Culture Sub-Committees**
- **Accountability & Insight Sub-Committee Terms of Reference**
- **Election Sub-Committee Terms of Reference**
- **Finance & Risk Sub-Committee Terms of Reference**
- **Participation Sub-Committee Terms of Reference**
- **People & Culture Sub-Committee Terms of Reference**
- **Remuneration Sub-Committee Terms of Reference**
- **Trustee Appointments Panel Terms of Reference**
- **Sub-Committee Terms of Reference**
- **Proposed Sub-Committee Membership**
- **Trustee Terms of Office**
- KM outlined the proposed new Sub-Committee and the associated Terms of Reference. The group discussed the involvement of the Part-Time Officers and concerns regarding the time commitment for External Trustees. JB noted that JR was comfortable to commit the time as the Supervising Trustee. It was agreed that the Terms of Reference needed to be amended to clarify that the Sabbatical Trustees would have no voting rights in the meeting. HM
- VL proposed that the various Terms of Reference be referred to the respective relevant Sub-Committee for review. JB
- CB suggested that the Election Sub-Committee should be entirely staff led with no Sabbatical or Student Trustee involvement; JB agreed to review this document and appoint staff members as appropriate. JB
- It was agreed that SLi would attend the People & Culture Sub-Committee and that the Terms of Reference would be amended accordingly. HM
- The Terms of Reference were approved, subject to the aforementioned changes, including a copy of the Remuneration Terms of Reference which had been amended slightly and tabled for the group.

Minutes

13. Safeguarding

- **Cover Sheet**
- **Safeguarding Policy**
- **Charity Commission, Annex 1: Trustee safeguarding duties explained**
- The documents were taken as read.
- JB noted that the Sabbatical Trustees receive a lot of training in this regard due to their regular contact with students and that the need to signpost them to the Advice Centre was imperative.
- JB noted that the Charity Commission had requested that all Charities review their policies and queried asked whether the Board would like any further Safeguarding measures to be put in place.
- It was agreed that an annual Safeguarding Report would be included as part of the CEO Legal Statement of Compliance going forwards. JB
- It was agreed that the Safeguarding Training Module on SUMS would be required of Student Staff going forwards. JB
- JB noted that the Board's responsibility regarding Prevent Assurance was covered by ULSU's External Speakers Policy which the Board had previously upheld; it was agreed that this policy would be circulated to CB, PT and JR for their information and that the presentation from the Office for Students training event, attended by JB and HC, would be circulated to the group. JB

14. SUMS Strategy

- **Cover Sheet**
- **Strategy**

*JBa entered the meeting.*

- JBa outlined the SUMS Strategy and noted the high level of demand from other Students' Unions. JBa added that it was their intention to bring on other SU's periodically and new support staff to in line with this.
- CB noted the need to consider how new customers would be selected; JBa agreed to include this in the strategy. JB noted that they had already turned down some SU's.
- JB noted the need for this group to set the direction for SUMS as owners of SUMS Ltd.

*JBa left the meeting.*

15. Final Budget Submission:

- **Capital Expenditure Proposal**
- **Proposed Budget ULSU Group Summary**
- JB noted that this had been created at PT's request and outlined the proposed works noted therein. It was agreed that the depreciation for the works on the Advice Centre would be amended to 5 years but noted that this would have an impact on the budgets as previously planned. JB
- All of the documents were approved subject to the aforementioned change.

16. Audit 3rd Party Transactions

- **Cover Sheet**



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- Forrester Boyd Cover Sheet
- Trustee Declaration
- JB noted that the Auditors had requested that all Trustees complete the Third Party Transactions Declaration; it was agreed that KM, as Chair, would complete this on behalf of the group with all Trustees to email the necessary details to KM accordingly. All/KM

17. Health & Safety

- JB noted that he would present the University's Health & Safety Incidents Report to the Board going forwards and noted a Near Miss regarding a Window Cleaning Contractor which had been reported appropriately with the University and the HSE. JB

18. Any Other Business

- The Group approved the purchase of The Barge on the Brayford.
- KM commended BP, LE and CD for their contributions to the Board during their time in office.

PART B

19. Sabbatical Trustee Reports & Updates:

- President
- Vice President Activities
- Vice President Academic Affairs
- Vice President International
- CD's report was tabled; the reports were taken as read and approved.

20. CEO Statement of Legal Compliance

- This document was taken as read and no matters were raised for discussion.

21. PC Coaches Contract

- Cover Sheet
- Coach Contract Terms and Conditions
- This contract was taken as read and no matters were raised for discussion.

Date of Next Board Meeting: 8<sup>th</sup> & 9<sup>th</sup> August 2018 (Residential)

Chair

Signed

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