

UNIVERSITY OF LINCOLN STUDENTS' UNION
Board of Trustees Meeting

9:30am, Tuesday 20th November 2018
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)
Tommy George (TG)	Sabbatical Trustee
Sophia Liu (SL)	Sabbatical Trustee
Cassie Coakley (CCo)	Sabbatical Trustee
Grace Corn (GC)	Sabbatical Trustee
James Sewell (JS)	External Trustee (Finance)
Christian Cowdell (CC)	Student Trustee (Undergraduate)
Hatem Amlı (HA)	Student Trustee (Postgraduate) <i>(present for part of the meeting only)</i>
Patricia Rodriguez Lopez-Salvatierra (PR)	Student Trustee (Mature)
Vic Langer (VL)	External Trustee (Governance) (Deputy Chair)
DVC Liz Mossop (LM)	Vice Chancellors Nominee
James Rayner (JR)	External Trustee (Graduate)

Also in attendance:

Hannah Coleman (HC)	Deputy Chief Executive
Danielle Pepper (DP)	Finance Manager
Lorna Cruickshank (LC)	Activities Manager <i>(present for Item 1 only)</i>
Michael Squirrell (MS)	Solicitor and Partner at Wilkin Chapman LLP <i>(present for Item 10 only)</i>
May Loonam (ML)	Employability Opportunities Coordinator <i>(present only for Item 11)</i>
Jen Barnes (JBa)	Head of Student Voice & Insight <i>(present only for Item 13)</i>
Holly Millar (HM)	Executive Assistant

Apologies:

Chris Bateman (CB)	External Trustee (Participation)
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	Item	Action
	PART A	
	Executive Business	
1.	Welcome and Opening Business <ul style="list-style-type: none"> • Apologies for Absence • Declarations of Interest 	

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	<ul style="list-style-type: none"> • Health & Safety <ul style="list-style-type: none"> - Health & Safety Audit 2018 - Accident Monitoring Report 	
	<ul style="list-style-type: none"> • KM welcomed the group and all parties were introduced. 	
	<ul style="list-style-type: none"> • CC noted that she was now a member of Women's Basketball and JR noted that he had his job title had changed; HM to update the register accordingly. 	HM
	<ul style="list-style-type: none"> • LC outlined the Health & Safety report in the papers and the developments since then. LC also noted that the one recommendation from the Health & Safety Audit had been to provide 'Details of specifically trained safety positions/personnel within the Students Union Group should be detailed and incorporated into the policy responsibilities section to provide information for staff on induction', which had now been completed. 	
	<ul style="list-style-type: none"> • KM noted that this item was now first on the agenda to highlight its importance for the SU as an organisation. 	
2.	Minutes of the Board of Trustees Annual General Meeting, 5th September 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"> • The updates provided in the matters arising were taken as read. 	
	<ul style="list-style-type: none"> • JB noted that the recommendation from the auditors had been for the Charity to purchase The Barge and lease it to the Limited Company (LSUT). 	
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 and no further queries were raised. 	
5.	Chief Executive's Report	
	<ul style="list-style-type: none"> • The report was taken as read. 	
	<ul style="list-style-type: none"> • JB noted that the Viking House matter, as noted in the Sabbatical Trustees' reports, had dominated much of his, KM's and GC's time following Freshers' Week. JB noted that the SU were now also representing two particular students who had been affected by this issue. LM offered assurance that the University were taking this matter very seriously. 	
	<ul style="list-style-type: none"> • VL raised the Financial matters as noted in the report and the wider cultural shift in terms of drinking behaviour. JB noted that there was a clear change in behaviour in terms of drinking and socialising, with people focusing on academic achievements and their socialising more directed towards entertainment and a 'bar' culture than a 'binge drinking' culture. 	
	<i>HA joined the meeting.</i>	

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<ul style="list-style-type: none"> JB noted that Tower Bar was being reviewed in terms of its décor and overall ambience. JB added that there had been a lot of interest in The Barge 	
<ul style="list-style-type: none"> JB noted that the bookings for Engine Shed needed to be reviewed in terms of focussing on corporate bookings over the less profitable events which have a decreased attendance rate. 	
<ul style="list-style-type: none"> JB proposed that the Executive Committee and Senior Management Team review the Strategy with the Board's consent. 	
<ul style="list-style-type: none"> JB noted that there had been some savings in staffing made already, partly due to Head of Finance's departure, and that the SU was still predicted to make a surplus this year. 	
<ul style="list-style-type: none"> CC queried the KPI figures which appeared positive, in spite of the change in culture. JB noted that Anthem and QUACK had initially been positive but that the decrease had been sharp and was being seen across the commercial venues in Lincoln. 	
<ul style="list-style-type: none"> HA noted that the accommodation prices for students were high and increasing year on year and that this may be having an impact. KM noted the cost of living had been raised at WONKHE and was clear from the Advice Centre discussion item. 	
<ul style="list-style-type: none"> JR raised the question of The Barge and whether it fits with the change in drinking culture. JB replied that he was confident that it would be a positive and would be marketed as student friendly, with a view to capturing some business from the various festivals and events which take place on The Brayford over the summer period. 	
<ul style="list-style-type: none"> JB noted that he had made a presentation to all SU staff last week regarding finances, highlighting wider issues in HE and the right-wing spin that is being presented in various newspapers and misleading the public. 	
<ul style="list-style-type: none"> JB noted that Sheffield Students' Union had agreed to begin using the SUMS System at the start of 2019 and that SUMS overall would be key in terms of diversification of income. 	
<ul style="list-style-type: none"> LM proposed the creation of a Working Group to help support the SU going forwards with the changes and diversification of income needed. 	JB
6. Organisational KPIs Update	
<ul style="list-style-type: none"> The updates were taken as read. 	
<ul style="list-style-type: none"> VL proposed that the KPIs that cannot be worked upon as yet be noted as grey rather than red, which was agreed. 	
<ul style="list-style-type: none"> VL queried the Employee Engagement survey results and how the SU was supporting staff going forwards. JB noted that staff were encouraged to take annual leave and work life balance was very important within the SU Staff culture, but that there was also an issue regarding the employment of new graduates and their expectations regarding work. HC reiterated this and noted that it had been raised for discussion at the Staff Forum with Staff Representatives. 	

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	<ul style="list-style-type: none"> VL proposed that the KPI of '75% of employees answer positively to the following statement "the personal/social aspects of my life suffer because of pressure at work" in the Employee Engagement Survey 2019' be reworded, which was agreed. It was noted that the questions unfortunately could not be reworded as it was conducted nationally via NUS. 	HC
	<ul style="list-style-type: none"> JB agreed to circulate the reports as presented at the People & Culture Sub-Committee, as there was a clear interest in this by the Board. 	JB
7.	<p>Financial Monitoring Reports:</p> <ul style="list-style-type: none"> September 2018 Report September 2018 Group Management Accounts September 2018 ULSU Balance Sheet September 2018 LSUT Balance Sheet September 2018 SUMS Balance Sheet 	
	<ul style="list-style-type: none"> DP outlined the report and the current Financial standing of the SU. 	
	<ul style="list-style-type: none"> JB noted that other Students' Unions had recently received large VAT Bills due to poor practice. JB added that the SU had followed advice from previous auditors and that he was confident that their current practice was financially sound, but proposed that a VAT Specialist be consulted to provide reassurance and support for DP; the Board agreed this approach. 	JB
8.	<p>Trustee Business</p> <ul style="list-style-type: none"> External Trustee Recruitment Inter-Professional Trustee Role Student Trustee Recruitment Timeline Trustee/Board Role Descriptions: <ul style="list-style-type: none"> Chair Deputy Chair Supervising Trustee Non-Portfolio Trustee Company Secretary Clerk 	
	<ul style="list-style-type: none"> KM noted that he and JB had met with Sue Liburd, who is the Managing Director of SageBlue and had a large involvement in the recent Black History Month Campaign, and that she was very keen to join the Board, but that this role would be a replacement for the Interim Trustee role that the CB had undertaken. The group approved this appointment and thanked CB for his contribution during his time as a Trustee on the Board noting his resignation. 	JB

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	<ul style="list-style-type: none"> JB noted that the removal of the Inter-Professional Trustee role was in line with the ACVO guidelines regarding reducing the size of the Board overall. The Board discussed this and approved the change. 	
	<ul style="list-style-type: none"> The recruitment timeline and the Role Descriptions were taken as read and no queries were raised in this regard. 	
9.	Employability Dashboard	
	<ul style="list-style-type: none"> Presentation 	
	<ul style="list-style-type: none"> The report was taken as read. 	
	<ul style="list-style-type: none"> JB noted that this matter had been discussed at the Board Residential and included on the agenda further to this. 	
	<ul style="list-style-type: none"> JB outlined the proposed Policy and the reasons for these changes, including the reports appended to the papers which had been provided for context. 	
	<ul style="list-style-type: none"> CC and GC outlined how the previous policy had potentially restricted speakers and put them off attending as it had been felt that it was restrictive. JR echoed this view and that free speech and debate was key for University and Students' Union culture. 	
	<ul style="list-style-type: none"> JB noted that the narrative and tone in how this change was communicated was key, which the Board agreed with. 	
	<ul style="list-style-type: none"> The Board approved the policy, with JB to work with the University Communications Department as necessary. 	JB
Strategic and Thematic Discussions		
10.	NUS Affiliation Fee	
	<ul style="list-style-type: none"> Cover Sheet Wilkin Chapman Briefing Note 	
	<i>MS joined the meeting.</i>	
	<ul style="list-style-type: none"> The update was taken as read and it was noted that MS had been Company Secretary of the Board in 2012. 	
	<ul style="list-style-type: none"> JB outlined the context of this wider issue regarding the history of the NUS Affiliation Grant, which was then changed to an Affiliation Fee, and the potential issue in relation to Ultra Viries regarding the use of this money by NUS. 	
	<ul style="list-style-type: none"> MS outlined the potential legal concerns in this regard and the need for the Board to be assured in this area. KM highlighted Point 22 in Wilkin Chapman's Briefing Note and the questions raised therein. 	
	<ul style="list-style-type: none"> VL noted that she had worked for NUS previously, over five years ago, and noted the current crisis regarding NUS's financial situation was an ideal opportunity for the Board to consider this matter. VL and KM noted that there was the additional element of student voice within this matter, which had not been recently consulted. TG noted that 	

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there was already a feeling that there were other organisations, such as UniDays, which students utilised and were more aware of, in addition to the commercial and supply element.	
<ul style="list-style-type: none"> JB noted that it had been proven by other Students' Unions, who had left NUS previously, that alcohol could be sourced more cheaply outside of NUS and that the main area of work that this would affect would be the Finance Department in terms of the workload. 	
<ul style="list-style-type: none"> JB noted that the SU were part of NUS until December 2019 due to the timings of the discussion and how membership worked in this respect, and that notice to leave NUS would need to be provided by 1st June 2019. JB added that the current financial crisis within NUS meant that they were looking to amend their structures, which would be clear by April 2019, which could also affect this discussion and any decision which would be made by the Board. JB added that he and KM would be attending the NUS Strategic Conversation in Bristol next week, which would be an opportunity to further gauge the feeling amongst other Students' Unions. 	
<ul style="list-style-type: none"> JR queried whether there was any information on how other Students' Unions had conducted their leaving and any potentially negative feedback from their members. KM noted that he could seek this feedback from the membership prior to the Board meeting in February 2019, if the Board wished. 	
<ul style="list-style-type: none"> JB noted that a referendum would potentially be required in relation to potentially leaving NUS, and would need to be agreed by the Board as a whole. 	
<ul style="list-style-type: none"> JB noted that there was a potential wider political fallout in relation to this issue, tied in with wider HE issues and the media's view of the sector. 	
<ul style="list-style-type: none"> It was agreed that KM would undertake a consultation with the members to determine their opinion regarding NUS Affiliation, to be presented at the Board meeting in February 2019. 	KM
<ul style="list-style-type: none"> MS was thanked for his work in this area. 	
<i>MS left the meeting.</i>	
11. Employability Discussion	
<ul style="list-style-type: none"> Presentation Strategy Delivery Proposal Employability Opportunities Infographic Employability KPIs Update Strategic Theme 4 Discussion 	
<i>ML joined the meeting.</i>	
<ul style="list-style-type: none"> ML presented the Employability Dashboard to the group which was now live and enabled students to log their volunteering hours and descriptors of their activities, which 	

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	then related to eight key employability skills with their individual 'ratings' next to each of those skills.	
	<ul style="list-style-type: none"> ML outlined how the Dashboard was being promoted with members, including lecture shout-outs and fayres. 	
	<ul style="list-style-type: none"> JR commended ML's work in this area and asked whether there had been any student feedback as yet; ML noted that there was not any quantitative feedback as yet but anecdotally it was very positive. HC noted that there were set questions in terms of feedback within the Dashboard, so that this would be gathered as well as the larger scale survey results. 	
	<ul style="list-style-type: none"> TG noted that Schools within the University may appreciate some feedback regarding the skills gained in their course, linked to this Dashboard. 	
	<ul style="list-style-type: none"> LM noted that the Dashboard looked great and if it could be joined up with the University's Careers Department it could be very successful. 	
	<ul style="list-style-type: none"> JB and the group as a whole commended ML's work in this area. 	
	<i>ML left the meeting.</i>	
12.	Advice Centre Discussion	
	<ul style="list-style-type: none"> Advice Centre Progress Report Strategic Theme 2 Discussion 	
	<ul style="list-style-type: none"> HC noted that this had been discussed at the Board Residential and outlined the recent staffing changes regarding the new Advice Centre Manager and the most commonly reported issues by students, namely cost of living and mental health concerns. 	
	<ul style="list-style-type: none"> JB noted that a meeting regarding Advice Provision across the University and the SU was scheduled for 6th December 2018, with a view of each service determining their strengths, working towards those and the two areas liaising and cross-working for the benefit of students. 	
	<ul style="list-style-type: none"> CC noted that within the Activities Department, the Advice Provision was being actively promoted to reach and support those students. 	
	<ul style="list-style-type: none"> HC noted that the next Student Life Pulse results would have been received by the next Board meeting and that quality service provision had been the key focus since the new Advice Centre Manager took up post. 	
13.	Student Life Pulse Summary Report	
	<i>JBa joined the meeting.</i>	
	<ul style="list-style-type: none"> The report was taken as read. 	
	<ul style="list-style-type: none"> JBa outlined the process of the Student Life Pulse survey and how it was structured and noted that this report was an objective review of the results so far. 	

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<ul style="list-style-type: none"> • JBa outlined the key findings of this report, such as that most of the scores in March increased which may be due to the high presence of the Students' Union in February due to Elections Week. 	
<ul style="list-style-type: none"> • JBa noted that she had met with Alterline a couple of weeks prior to this meeting and that there were noticeable fluctuations between the results of other Students' Unions, but that it was difficult to track overall. 	
<ul style="list-style-type: none"> • VL noted that the detailed information was very helpful, but an overall narrative and view of trends would be beneficial. 	JBa
<i>JBa left the meeting.</i>	
14. Meeting Feedback	
<ul style="list-style-type: none"> • No matters were raised for discussion. 	
15. Any Other Business	
<ul style="list-style-type: none"> • No matters were raised for discussion. 	
PART B	
16. 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"> • No matters were raised for discussion. 	
17. Approval of amended Bye-Laws (Non-Substantive Changes):	
<ul style="list-style-type: none"> • Cover Sheet • ULSU Bye-Laws 	
<ul style="list-style-type: none"> • No matters were raised for discussion. 	
18. International Student Association Officer Volunteer Officer	
<ul style="list-style-type: none"> • Role Description • International Students Association Officer Role Specification 	
<ul style="list-style-type: none"> • No matters were raised for discussion. 	
Date of Next Board Meeting: 9:30am, 6th February 2019	



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Chair

Signed

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