



UNIVERSITY OF LINCOLN STUDENTS' UNION  
BOARD OF TRUSTEES – ANNUAL GENERAL MEETING

11am, Tuesday 3<sup>rd</sup> October  
Cedar Suite, DoubleTree Hilton Hotel, Lincoln, LN1 1YW

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 ( <i>present for part of the meeting only</i> )
Sue Rigby (SR)	Deputy Vice Chancellor (Vice Chancellor's Nominee) ( <i>present for part of the meeting only</i> )
Vic Langer (VL)	External Trustee (Governance)
Roger Buttery (RB)	External Trustee (Finance)
Vanessa Wilson (VW)	External Trustee (Participation/Deputy Chair) ( <i>via Skype</i> )
Beverley Purdy (BP)	Student Trustee (Mature) ( <i>present for part of the meeting only</i> )
Hester Davies (HD)	Student Trustee (Inter-Professional)
Christian Cowdell (CC)	Student Trustee (Undergraduate)
<b>Also in attendance:</b>	
Holly Millar (HM)	Executive Assistant
Hannah Coleman (HC)	Deputy CEO/Head of HR
Adrian Brown (AB)	Head of Finance ( <i>present for Items 15 – 19 only</i> )
Chris Bateman (CB)	Chief Executive (York St John Students' Union) ( <i>present as an external reviewer only</i> )

Item

Action

PART A

1. Apologies for absence

- Tarnjit Singh, Student Trustee (Postgraduate)

Declarations of Interest

- The following items were declared and the register updated accordingly:
  - CC noted that had previously acted as a Student Recruiter and was currently a Committee Member of the History Society.
  - HD noted that she was no longer the Treasurer of University of Lincoln Netball Club.

2. Minutes of the Previous AGM Meeting, 22nd March 2017

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

3. Minutes of the Previous Board Meeting, 14th June 2017

- The minutes of the meeting were agreed to be an accurate record of the meeting.
- Regarding the Hardship Fund for the Duke of Edinburgh scheme, JB noted that this was something that they needed to consider as an SU, but initial enquiries had been fruitless. HC added that, to date, they had received sixty-one expressions of interest and that the scheme would launch on 10<sup>th</sup> October.

4. Matters Arising

- The Board agreed that these had all been completed prior to the meeting.



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5. Chief Executive's Report

- Chief Executive's Report
- Staff Structure
- Major Incident Team Meeting Minutes, 16th September 2017
- Letter from Vince Mayne, BUCS CEO, 30th August 2017
- University of Lincoln Students' Union Best Bar None Report 2017
- University of Lincoln Students' Union Best Bar None Scores 2017
- Governance Review Timeline
- Academic Opportunities Board
- Weekly Report w/c 18th September
- Documents taken as read.
- Regarding Social Sport, as highlighted on Page 7 of JB's report, HC noted that the SU were working in partnership with the Sports Centre and that when it was launched the previous week there had been 137 participants and a lot of positive feedback. LE added that some members had been trying multiple sports, which demonstrated success in one of the key aims of the scheme.
- Regarding the BUCS price increases, as highlighted on Page 7 of JB's report, LE noted that he had approached other SUs on this matter but no interest had been expressed in writing a joint open letter to Vince Mayne (CEO of BUCS) (VM); it was noted that LE would now be calling VM to discuss this matter rather than writing to him. JB noted that the increase in costs could be managed within contingency but that it may impact the budgets if teams were required to travel extensively to compete in tournaments.
- Regarding GDPR, JB noted that Vice Chancellor Mary Stuart (MS) and Deputy Vice Chancellor Julian Free (JF) were confident that the SU would receive Student Data after May 2018 and that the legal arguments of Legitimate Interest and Public Interest were applicable and reasonable grounds for receipt of the data.
- Regarding the decision not to enter the Best Bar None scheme next year, JB noted that the previous years' results had proved frustrating for the venues staff. In addition to this, JB added that the management of the Commercial venues held in high regard by Lincolnshire Police and that he and the Head of Commercial Services, Charlie Garrod (CG), agreed that it was very labour intensive to compile the submission.
- JB noted that CG would be conducting a review of the alcohol prices charged by NUS.

CG

*Connor Delany entered the meeting during the discussion of Item 6*

6. Student Leader Reports:

- President
- Vice President Activities
- Vice President Academic Affairs
- Vice President Community
- Vice President International
- Regarding the proposed landlord/letting agency rating system, CD noted that it would be based on the student feedback in the accommodation survey and that he would be working in partnership with the Advice Centre and the Accommodation Services department at the University. RB queried whether a similar scheme had been attempted before. HC noted that the relationship with the Accommodation Services department had improved considerably since then.



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- BP and RB thanked the Sabbatical Trustees (ST) for their comprehensive reports.
7. **BUCS Team Report**
- HC noted that BUCS had not commenced as yet for 2017/18 and therefore there was no update at this time.
8. **Unconfirmed Minutes of Meetings:**
- SUMS Limited Board, 17th August 2017
  - SUMS Limited Board AGM, 15th September 2017
  - Lincoln Students' Union Trading Board, 13th September 2017
  - HR Sub-Committee, 26<sup>th</sup> September 2017 (*tabled*)
  - Finance Sub-Committee, 28<sup>th</sup> September 2017 (*tabled*)
  - These documents were taken as read.
9. **Student Motions**
- KM tabled a motion previously presented to the Board regarding a policy to boycott the NSS. KM noted that he was working with the original proposer to introduce an improved policy and sought the Board's agreement to nullify the tabled policy, adding that he did not think it was representative of the current political climate. RB noted that he agreed with KM.
  - VW suggested that KM initiate a conversation with NUS on this matter; KM agreed that this would be beneficial. KM
  - Following discussions, the Board agreed to nullify the tabled policy.
10. **Risk Register**
- **Overview**
  - **Risk Register**
  - The document was taken as read. JB noted that the Finance Sub-Committee had proposed to remove Risks 15 and 17 as both of those departments were now well staffed and managed; no objections were raised to this.
  - Regarding the We Are Lincoln brand, as trademarked by the SU, JB noted that it had proved popular and that initially the University had utilised it without adhering to the brand guidelines, although this had now stopped.
  - JB noted that since the papers had been compiled it had been noted that it had come to his attention that the University of Northampton Students' Union were in the process of constructing a commercial venue titled Engine Shed which would contravene the trademark held by the SU. JB assured the group that he was working with the SU's solicitors on this matter.
11. **Student Leader Operational Plans:**
- **President**
  - **Vice President Activities**
  - **Vice President Academic Affairs**
  - **Vice President Community**
  - **Vice President International**
  - The documents were taken as read. The Board approved the plans as presented.

## MINUTES

### 12. Proposed Student Leader KPIs

- Cover Sheet
- KPIs
- HD suggested that LE remove the KPI relating to Treasurer Training as this was mandatory for that position.
- SR noted that it might be more beneficial for the STs to consider the proposed KPIs as an intention as unforeseen circumstances may unfairly affect the STs overall achievements. KM accepted this concern and noted that he had confidence in the SLs' abilities to achieve their goals in this regard.
- CC queried whether the target of one hundred SUGGESTIONS being submitted in the 2017/18 academic year was feasible. KM noted that they had received fifteen in September alone compared to a total of sixty in the whole of the previous year.
- Regarding the KPI relating to the BUCS league table position, HC noted that this was an organisational KPI for staff. It was agreed that would add this to his own KPIs as a result of his close work with the Sports Centre and Activities Department.

LE

### 13. International Research Project Action Plan

- Report
- Action Plan
- SL noted that the report had been initiated last year and that her Action Plan was based on the key issues highlighted therein.
- KM commended SL for producing a brilliant plan and added that almost 300 students, which constituted 27% of all International Students, had attended the International Welcome Party on 28<sup>th</sup> September 2017.

### 14. Proposed Annual Organisational KPIs

- Cover Sheet
- KPIs
- The document was taken as read.

*Beverley Purdy and DVC Sue Rigby entered the meeting, separately, during the discussion of Item 15*

### 15. Annual Accounts:

- ULSU Consolidated Annual Accounts 2016-17
  - Final Accounts
- LSUT Annual Accounts 2016-17
  - Accounts to Registrar
  - Full Accounts
- SUMS Annual Accounts 2016-17
  - Accounts to Registrar
  - Full Accounts
- Letter of Representation 2016-17
- Management Report 2016-17
- JB noted that, since the Finance Sub-Committee, there had been two minor changes made to the accounts, namely the inclusion of AB on the list of Senior Staff and the



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clarification of the respective commencement and end of employment of AB and his predecessor.

- The Board approved the Annual Accounts as presented.
- The accounts for LSUT, SUMS and the Letter of Representation were taken as read.

**16. Approval of Solicitors**

- JB proposed continuing to use Wilkin Chapman LLP; the Board approved.

**17. Approval of Auditors**

- JB proposed that this service be put out to Tender in order that they could consider utilising auditors who worked with other charities with trading subsidiaries; the Board approved.

**18. Approval of Bankers**

- JB proposed continuing to use Lloyds Bank, Santander and Nationwide respectively; the Board approved.

**19. Finance Report**

- A cash flow spreadsheet was tabled by AB.
- AB noted the following:
  - This was the first time that such a cash flow had been completed.
  - It was largely related to spend and set against capital.
  - There would be some minor changes required to re-phase the BUCS charges and some of the costs between the Charity and the Limited Company.
  - The overall cash position was positive.
  - The tried to highlighted purple boxes indicated low points in terms of the cash position.
- JB noted this position was very reassuring, particularly compared to previous years and allowing for the levels of capital expenditure.
- BP queried whether the sales of Platinum cards had any negative impacts on cash flow. AB reassured the group that it did not as it was effectively a 'front loading' of cash. JB noted that Platinum card sales had doubled compared to 2016/17 and that there were mutual benefits as they also drove business later in the year.
- JB noted that the LSUT would normally cease to pay the service charges towards the end of the financial year to ensure cash in LSUT was sufficient for summer expenditure requirements.
- RB thanked AB and the Finance team for their hard work.

**20. Proposed changes to the Sub-Committees**

- **Cover Sheet**
- **People and Culture Sub-Committee Terms of Reference**
- **Risk and Audit Sub-Committee Terms of Reference**
- JB proposed that the Finance Sub-Committee be re-named as the Finance and Risk Sub-Committee and that the HR Sub-Committee would be renamed the People and Culture Sub-Committee; the Board approved these name changes.

**21. External Trustee Recruitment**

- **Cover Sheet**



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- External Trustee Job Description - Alumni
- External Trustee Job Description - Finance
- External Trustee Job Description - Governance, Democracy and Campaigns
- External Trustee Job Description – Participation and Sport
- Regarding the proposed Alumni External Trustee, JB noted that they would need to have graduated more than three years ago and that they would utilise the University Alumni department to circulate an advert. The group discussed the possible desired experience of this Trustee and the following was agreed: HC
  - Work experience in Education would not be necessary.
  - A leadership role would be desirable.
  - The title would be changed to Graduate rather than Alumni.
  - Leadership experience would be added as a desirable.
  - A Lincoln Award would be added as a desirable.
- BP noted concerns regarding possible applications from former students with ulterior motives. JB acknowledged that it was a possibility but that the interview and shortlisting process would mitigate this risk.
- Regarding the Trustee for Finance, RB suggested that an essential requirement for the candidate to be CCAB qualified be added; JB agreed. HC
- The Board approved the Job Descriptions, subject to the aforementioned amendments.

22. Disciplinary Policy

- Cover Sheet
- Motion Board
- Disciplinary Procedure
- JB noted the following:
  - This Policy had been approved by the Executive Committee.
  - The opportunity for informal resolution had been implemented, which empowered the SLs to resolve matters.
  - The motion requested Trade Union or Solicitor representation for the accused, this has not been included so as to protect the SU from considerable contra legal fees.
  - This would form part of the Code of Conduct.
- The Board approved the policy.

23. Health and Safety

- JB noted that the only concern in this area was Engine Shed floor, which was not a Health and Safety hazard as it was still slip resistant, although further work on it would be required at the end of the academic year.

24. Any Other Business

- No matters were raised for discussion.

PART B

25. Student Leader Time Analyses

- 4th August 2017
- 11th August 2017
- 18th August 2017



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- 25th August 2017
- 1st September 2017
- 8th September 2017
- JB commended the amount of GOATing that the STs had been undertaking and that this was a considerable improvement from the previous year. HD noted her appreciation for the work of the STs to date which had highlighted the level of involvement that STs should have with students. KM noted that these analyses put the STs in a position of accountability.

26. Staff Survey Action Plan

- No matters were raised for discussion.

27. Monitoring of Recruitment Report

- No matters were raised for discussion.

28. Date of Next Meeting: 11am, 5<sup>th</sup> December 2017

Chair

Signed

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