



UNIVERSITY OF LINCOLN STUDENTS' UNION BOARD OF TRUSTEES

Minutes of the Board of Trustees held on 22nd March 2017
at 6:20pm in the LLMC Boardroom, David Chiddick Building.

Present: John-Paul Dickie – Sabbatical Trustee (Chair) (left for Agenda Item 21), Tasnim Hassan – Sabbatical Trustee, Jenny Lowthrop – External Trustee (via Skype), Roger Buttery - External Trustee, Erin Cook - Student Trustee, Tom Mitchell - Student Trustee (left for Agenda Item 13), Hester Davies - Student Trustee, Beverley Purdy - Student Trustee and DVC Sue Rigby – Vice Chancellors Nominee.

Also in Attendance: James Brooks - Chief Executive, Hannah Coleman – Head of HR/Deputy CEO, Adrian Brown – Head of Finance (up to Agenda Item 4 only), Megan Graham – HR and Office Manager and Jennifer Barnes – Student Voice and Impact Manager (Agenda Items 13 and 14 only).

1.

1.1 Apologies for Absence

Apologies were received from Sammi Storey– Sabbatical Trustee, Victoria Langer - External Trustee and Vanessa Wilson – External Trustee

1.2 Declarations of Interest

- Sue Rigby declared a conflict for Agenda Item 7 as she was the Chair of the Sports Board.
- Sue Rigby declared a conflict for Agenda Item 12 as she was in the standing body for NSS.
- Thomas Mitchell declared a conflict for Agenda Item 13.
- John-Paul Dickie declared he was living with Thomas Mitchell.

Agreed:

- Sue Rigby is no longer the chair of the Sports Board so was agreed to remain as a voting member for Agenda Item 7.
- Sue Rigby to remain in the discussion for Agenda Item 12.
- Thomas Mitchell to leave the room for Agenda Item 13 to be discussed.
- John-Paul Dickie to remain in the discussion in Agenda Item 13.

PART A

2. Minutes of the Previous Meeting

The minutes of the previous meeting on the 22nd November 2016 were approved as an accurate record.

3. Matters Arising

Noted:

- Sammi Storey raised the student noise complaints with VC Mary Stuart.
- The Person Specifications were included in the Job Descriptions for Volunteer Officers.
- There are ongoing discussions regarding which Student Leader will hold Community in their remit.
- The changes to the Terms and Conditions for Officers have been made.
- The Advice Centre Statistics are being discussed in Agenda Item 11.
- James Brooks spoke to University of Lincoln (UoL) Registrar and Vice Chancellor regarding the Health and Safety issues within the Engine Shed and these have been resolved. The issues were caused by the heating system not working correctly and causing condensation on the floor, this system has now been fixed.

Agreed:

- Alan Bage will attend the next meeting to give information on data protection protocols.
- A final decision to be made regarding which remit that Community will be held.

4. Finance

Noted:

- The February management accounts for LSUT and ULSU were discussed and noted
- Adrian Brown, Head of Finance, was commended on his work towards the Accounts.

Adrian Brown left the meeting.

5. Chief Executive Report

Noted:

- The document was taken as read.
- It was commended that staff members who work for the Union for substantial periods of time to the Union are recognised. The Board welcomed the acknowledgement of Jane Kilby's 10 year service plaque.
- The SUMS trademark has now been resolved with a co-existence agreement being signed.

6. LSUT Lease

Noted:

- The lease for the Engine Shed and the Swan have been signed by both UoL and LSUT but have not yet been executed.

7. Unconfirmed Minutes of Meetings

Noted:

- The Finance Sub-Committee minutes were approved at the meeting on the 10th March 2017

Agreed:

- Minutes from the following Sub Committee meetings were approved as an accurate record:
 - Elections
 - Participation
 - HR
 - Employability
- Minutes from the Sports Board meeting and Sport Lincolnshire meetings to be noted at Board of Trustees Meetings.

8. Suggestion's

Noted:

- This paper gave an overview of the types of suggestions going through the system.

9. Organisational KPI's

Noted:

- A student loyalty scheme was suggested.
- A lot of the objectives rely on the Annual Membership Survey (AMS) results.

10. Student Leader KPI's

Noted:

- It was recommended for spelling mistakes in the KPI's to be checked and amended.
- It was suggested to have more operational targets.
- Time analysis has been recommended for the Student Leaders for next year to allow them to track the way their time is spent and hold each other to account.

Agreed:

- The KPI's are to be split into short term and long term goals.

11. Advice Centre Statistics

Noted:

- The Advice Centre Statistics documents are helpful for the campaigns chosen to be run by the Advice Centre in 2017/18.

Agreed:

- An overview of the Advice Centre to be presented at Board of Trustees every 6 months.

Jennifer Barnes entered the meeting.

12. NSS Question 26

Noted:

- There has been a change to the NSS question 26 from "I am satisfied with the Students' Union" to "the Students' Union effectively represents my academic interests".
- A survey and focus groups were facilitated by through Alterline to analyse this change.
- There seemed to be an equal shift of around 4% drop from the previous question which may be caused by more ambiguity with students not knowing what academic interest means.
- It is important for the Union to make it clear what the UoL and Union provide, which was suggested as a marketing activity going forwards.
- Emma Rouse, Head of Marketing and Communication, has had a high impact on the Marketing Department since starting her role.
- It was also suggested that the Union do work around embedding "academic interests" into marketing going forwards so students are aware of what these are.

Agreed:

- Once the leagues tables are set discuss the impact of NSS Question 26.

Jennifer Barnes left the meeting.

Thomas Mitchell left the meeting.

13. Conflict of Interest Policy

Noted:

- Thomas Mitchell has taken up an External Trusteeship at Bucks Students' Union.
- Concerns were expressed by Trustees on this potential conflict of interest, and requests were made for James Brooks to investigate this further.
- This conflict would class less as a Conflict of Interest and more a Conflict of Loyalty.
- The advice from NUS was to give Trustees the opportunity to discuss this and agree an outcome.
- Vic Langer discussed with James Brooks outside of the meeting that she did not think this was a major conflict.
- Thomas Mitchell's Term in Office is until June 2017.
- John-Paul Dickie announced that he will be leaving the Union on the 5th May due to a job offer at Bath Students' Union as the Academic Representation Co-ordinator.
- John-Paul Dickie was congratulated on his new job.

Agreed:

- The Conflict of Interest Policy and Guide was approved.
- Thomas Mitchell to sit on the Board of Trustees until his Term in Office ends in June 2017.

Thomas Mitchell entered the meeting.

Jennifer Barnes entered the meeting.

14. Race Equality Charter

Noted:

- This review was done just after the Mexican Quack night which was controversial on social media.
- The Charter highlighted the need for work to be carried out to engage and support BME students.

- The Vice President International may be able to help influence these students.
- The Employability, Welfare and Volunteering is looking at being restructured which will offer more support for engaging BME students.

15. SUMS Risk Register

Noted:

- Alan Bage, Senior Web Developer, was unable to attend the meeting.
- The risk register is owned by SUMS Limited Board and was commended by Kent University ICT department as part of the due diligence.
- A major incident policy is also in place for SUMS.

16. Risk Register

Noted:

- The Finance Committee requested for the top 5 risks to be shown at every Board of Trustees.
- There are changes to legislation on data sharing arrangements which may impact the way in which the Students' Union and UoL share student data.
- NUS are currently exploring options for the data sharing arrangements between a Students' Union and University to remain in place with the new legislation.
- This issue has been raised with the UoL Registrar.
- There has been an increasing number of disciplinaries involving students raising complaints on other students and, due to fewer Student Leaders, this has resulted in more Student Trustees being required in these proceedings.

17. LGPS Pension

Noted:

- Roger BATTERY, Ian Hodson – UoL Rewards and Benefits Manager and James Brooks met with East Ridings Pension.
- The Union have a balance sheet liability of £124,000 for the FRS17 report but the Triennial report from the actuary states the fund is 124% funded.

18. Health and Safety Audit

Noted:

- This audit was completed by the UoL.
- There were 4 recommendations which is very positive. One recommendation was to have fire tests in The Swan at specific times, however, due to the B&B above The Swan these fire tests have to be done outside of the times residents are staying.

19. Student Leader Reports

- Nothing to note.

20. Health and Safety

Noted:

- There are no live issues.

21. Any other Business

21.1 Freedom of Speech

21.2 Student Motions from ASM

Noted:

- Three Student Motions were tabled at the meeting.

- There are no legal issues regarding the “Boycotting NSS” Student Motion, and this is a time sensitive motion.
- The other Student Motions “Free Speech” and “Disciplinary Procedure” are awaiting legal advice before actions are recommended or taken.

Agreed:

- The “Free Speech” and “Disciplinary Procedure” Student Motions to be circulated to the Board of Trustees with legal consultation for the next meeting.
- The “Boycotting NSS” Student Motion to be circulated for approval via email due to the time sensitive nature of the motion.

PART B

22. BUCS Team Report

- Nothing to note

23. Student Employment Policy

- Nothing to note

24. Venue Procedure

- Nothing to note

25. Sports and Societies Policies

- Nothing to note

26. Date of Next Meeting: 4th May 2017.

Chair

Date