



UNIVERSITY OF LINCOLN STUDENTS' UNION
Board of Trustees Meeting

11am, Wednesday 7th March 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)	Deputy CEO/Head of HR (<i>present until Item 10 only</i>)
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) (<i>present for Item 10 onwards</i>)
Rachal Lilley (RL)	Advice Centre Manager (<i>present for Items 9 and 10 only</i>)
Kayleigh Teague (KT)	Campaigns Coordinator (<i>present for Items 9 and 10 only</i>)
Also in attendance:	
Paul Tatton (PT)	Non-Executive Director, LSUT
Holly Millar (HM)	Executive Assistant

	Item	Action
	PART A	
1.	Apologies for absence	
	<ul style="list-style-type: none"> • Beverley Purdy (BP), Student Trustee (Mature) • Roger Buttery (RB), External Trustee • Vanessa Wilson (VW), External Trustee (Deputy Chair) 	
	Declarations of Interest	
	<ul style="list-style-type: none"> • The document was taken as read and no additions were made. 	
2.	Minutes of the Previous AGM Meeting, 5th December 2017	
	<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"> • JB noted that the actions regarding the changes to the balance sheet had been completed. • It was noted that an update regarding the Board Effectiveness Review had been tabled and would be discussed as per Item 11 of the agenda. • Regarding the issue of student welfare as raised by VW previously, KM noted that the University were taking the lead on Sexual Misconduct surveys on campus and working groups. It was noted that the Students' Union (SU) were continuing to work with Alterline on a number of issues. 	
	<ul style="list-style-type: none"> • KM noted that subsequent to the issuance of the agenda an urgent matter had arisen, by which VW and RB had resigned their positions on the Board, with immediate effect, 	



UNIVERSITY OF LINCOLN STUDENTS' UNION
Board of Trustees Meeting

11am, Wednesday 7th March 2018
 Cranwell Room, Holiday Inn Express, Ruston Way,
 Brayford Enterprise Park, Lincoln, LN6 7DB

Minutes

	<p>as Deputy Chair and External Trustee respectively. KM noted that PT was in attendance today for financial oversight and proposed that he be appointed as an Interim Trustee for this reason. KM also proposed that Chris Bateman (CEO of York St John University Students' Union) (YSJSU) (CB) also be appointed in as an Interim Trustee. The group approved these temporary appointments until the Board Effectiveness Review is completed and the resulting new Trustee positions are recruited.</p>	
Executive Business		
4.	<p>Meetings:</p> <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. 	
	<ul style="list-style-type: none"> • JB noted that a precis of the meetings had been produced to lessen the focus on Executive Business. 	
	<ul style="list-style-type: none"> • CC queried whether the Free Speech Society had been established following from the incident last year. KM noted that it was possible but that their focus appeared to be mainly on conducting debates in a safe space. 	
5.	<p>Reports:</p> <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 he and the other Sabbatical Trustees had been working to increase their visibility to students on campus and that his KPI regarding Suggestions had now been achieved. 	
	<ul style="list-style-type: none"> • LE noted that had had experience some issues regarding the implementation of some SUGgestions but that KM was assisting him in liaising with the relevant University staff. 	
	<ul style="list-style-type: none"> • Regarding the upcoming Varsity tournament, PT expressed concerns that some of the social media from Hull University Union (HUU) appeared quite aggressive. LE noted that these posts were within the spirit of the competition and he felt that there would be no problems in this regard. 	
	<ul style="list-style-type: none"> • TG noted some of the positive developments in the area of HE reform following his presentation at the last Board meeting, including the inclusion of student engagement as core practice. JB commended TG for his work on the Office for Students (OfS) and his considerable knowledge of the political narrative and context. 	
	<ul style="list-style-type: none"> • CD noted that he was working closely with the on-campus Health Centre and highlighted recent successes in community work, commending the work of Jacqueline Mayer (Head of Student Services and Deputy Director of Student Affairs at the University) in this area. 	
	<ul style="list-style-type: none"> • SLi noted that she had organised and attended on trips to London and Manchester for International Students and that the feedback from students was that they wanted more social events. 	



UNIVERSITY OF LINCOLN STUDENTS' UNION
Board of Trustees Meeting

11am, Wednesday 7th March 2018
Cranwell Room, Holiday Inn Express, Roston Way,
Brayford Enterprise Park, Lincoln, LN6 7DB

Minutes

	<ul style="list-style-type: none"> • KM noted that more comprehensive updates regarding their KPIs would be provided at the next Board meeting. 	KM
	<ul style="list-style-type: none"> • JB noted that, due to the weather conditions last week, the Major Incident Team had made the decision to close SU at 11am on 28th February and that this had necessitated the cancellation of a significant commercial event on 2nd March. JB added that the Vice Chancellor had kindly contributed some money to offset the resultant costs and that the bottom line impact for the SU would be a circa £20k loss. 	
	<ul style="list-style-type: none"> • JB highlighted the following from his report: <ul style="list-style-type: none"> - The Leadership on Race Equality training that he and HC had attended and noted that they had already implemented changes to the SU's recruitment processes as a result of this. - The visit by Derby University's Vice Chancellor, the CEO of their SU and various members of their SMT which had gone very well. 	
	<ul style="list-style-type: none"> • VL queried the level of participation with the Staff Engagement Survey; HC noted that the deadline had been extended and that she would confirm exact figures to VL once it was complete. It was noted that the results in relation to the Commercial areas were, to an extent, an unknown entity and that a culture change was occurring but not expected to show in the results immediately. 	HC
6.	Risks: <ul style="list-style-type: none"> • Risk Register Summary 	
	<ul style="list-style-type: none"> • JB noted that the intention going forwards was to bring only the top risks to the Board meetings for review and discussion. 	
	<ul style="list-style-type: none"> • JB noted that BP had expressed concerns regarding the Commercial Department functioning effectively in light of recent developments, but that he and PT were assured that this had been sufficiently mitigated. 	
	<ul style="list-style-type: none"> • JB noted that BP had also expressed concerns regarding the possibility two year degrees. VL suggested that the group undertake some scenario planning in anticipation of this possibility; it was agreed that this would be an agenda point for the Board Residential in August 2018. 	
7.	2018/19 Meeting Dates: <ul style="list-style-type: none"> • Board of Trustees Meetings • Sub-Committee Meetings • Limited Company Board Meetings • SUMS Board Meetings 	
	<ul style="list-style-type: none"> • KM asked that the group direct any requests for changes to these dates be directed to HM; the group approved these dates in principal. 	
Strategic and Thematic Discussions		
8.	Organisational KPIs <ul style="list-style-type: none"> • The document was taken as read and no queries were raised in this regard. The group commended the new format. 	

Minutes

	<i>RL and KT joined the meeting.</i>	
9.	Housing Accreditation and Survey Rosette Scheme <ul style="list-style-type: none"> • Cover Sheet • Lincoln Student Housing Accreditation Scheme Code of Practice 	
	<ul style="list-style-type: none"> • RL outlined the history of the Housing Survey, noting that the SU had conducted one since 2013, although they had not always provided the required information. It was noted that the sample sizes in the 2017 survey were inadequate for appropriate analysis and RL requested the view from the Board how they would like to progress with this going forwards. 	
	<ul style="list-style-type: none"> • JR queried the level of engagement in 2017 and JB confirmed that circa 25% of students had responded. HC noted that the timing of this survey had a significant impact both on engagement and the feedback received. CD noted that the University accreditation scheme indicated that landlords met a certain level of statutory requirements rather than making a distinction for exceptional service. HC noted that the SU should be focussed on student voice and experience. 	
	<ul style="list-style-type: none"> • JB noted that the majority of students did not recognise the accreditation scheme and queried whether the SU should be utilising the scheme for this reason. CC reiterated this and noted that he had not been aware that the scheme existed prior to it's being raised here. 	
	<ul style="list-style-type: none"> • VL proposed that the SU should continue to recognise the accreditation scheme but consider a separate scheme from a student experience point of view, such as a Rosette Scheme. KM noted that this would be delegated to the Executive Committee to work with Advice Centre and report back to the Board at the next meeting in May 2018. 	KM
10.	Alterline Student Mental Health Survey <ul style="list-style-type: none"> • Cover Sheet • Report 	
	<ul style="list-style-type: none"> • JB requested input from the Board in terms of progress with the key findings of the survey. 	
	<ul style="list-style-type: none"> • RL noted that both qualitative and quantitative data was included in this survey and that circa 60% of respondents had self-reported mental health concerns, with the primary concern in terms of conditions was anxiety, followed by depression. It was also noted that pre-existing conditions were apparently likely to worsen after starting at University. 	
	<ul style="list-style-type: none"> • KT noted that at University of Portsmouth Students' Union they had run Mental Health campaigns and that the current Disability Officer at the SU was planning an Invisible Disability campaign. 	
	<ul style="list-style-type: none"> • TG noted that the Sabbatical Trustees were planning an Academic Welfare Campaign which would have an impact on raising awareness of and supporting mental health. PT highlighted the likely impact of housing, and the discussion during Item 9, and how all these issues interlinked with each other. 	
	<ul style="list-style-type: none"> • VL noted that a considerable commitment to effectively tackle this would be required, with a long-term view; KM agreed. RL noted that the SU did in fact already do a lot of 	

UNIVERSITY OF LINCOLN STUDENTS' UNION
Board of Trustees Meeting

11am, Wednesday 7th March 2018
Cranwell Room, Holiday Inn Express, Ruston Way,
Brayford Enterprise Park, Lincoln, LN6 7DB

Minutes

work in this area but that it was not necessarily promoted as effectively as it could be; JB agreed.	
<i>HD joined the meeting.</i>	
<ul style="list-style-type: none"> • KM noted that this would be delegated to the Executive Committee to consider short and long term strategies with a view to report back to the Board at the next meeting in May 2018. 	KM
<ul style="list-style-type: none"> • HM agreed to distribute main report to the group. 	HM
<i>HC, RL and KT left the meeting.</i>	
11. Board of Trustees Effectiveness Review Progress Update (tabled)	
<ul style="list-style-type: none"> • JB noted this has been an ongoing concern for a while and requested feedback from the group on the comments against the new Charity Governance Code framework and CB's comments following his observing the Board meeting in October 2017. 	
<ul style="list-style-type: none"> • JR queried who the External Trustees should consider themselves accountable to; KM noted the need to instil a culture within the Board itself for it to be comfortable to hold itself and its Trustees to account. It was noted that from a statutory perspective Trustees were accountable to the Charity Commission and also the SU's members. 	
<ul style="list-style-type: none"> • In response to queries regarding a skills gap amongst the group, KM proposed the possibility of non-Trustee professionals to be present at the Finance & Risk Sub-Committee for reassurance. 	
<ul style="list-style-type: none"> • VL noted that organisational performance and Board expectations need to be assessed and established; JB noted that the Residential meeting in August would be key for the Board to set this direction and agree priorities. 	
<ul style="list-style-type: none"> • KM proposed that he and JB separate the principals and apply to the individual Sub-Committees for comment, with a report and timeline to be produced thereafter and presented in time for the aforementioned Residential meeting. 	KM/JB
<ul style="list-style-type: none"> • In light of the previously discussed resignations, KM proposed, and the group approved, the following Trustees to sit on Sub-Committees: <ul style="list-style-type: none"> - People & Culture: JR and CB - Participation: CB - Remuneration: KM, LE and Ian Hodson (Head of Reward/Deputy Director of HR at the University) (IH) - Finance & Risk: PT 	
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"> • JB noted that Adrian Brown (Head of Finance) (AB) had facilitated a Tender process for the SU's Auditors as part of good governance and that he would circulate the Tender documents to the Finance & Risk Sub-Committee for their view on how to proceed. 	JB



UNIVERSITY OF LINCOLN STUDENTS' UNION
Board of Trustees Meeting

11am, Wednesday 7th March 2018
Cranwell Room, Holiday Inn Express, Ruston Way,
Brayford Enterprise Park, Lincoln, LN6 7DB

Minutes

Date of Next Meeting: 11am, 1 st May 2018		

Chair

Signed

.....

.....

Published