



UNIVERSITY OF LINCOLN STUDENTS' UNION BOARD OF TRUSTEES

Minutes of the Board of Trustees held on 14th June 2017
at 11am in the Double Tree by Hilton.

Present:

Kudzai Muzangaza – Sabbatical Trustee (Chair), Luke Exton – Sabbatical Trustee, Sophia Liu – Sabbatical Trustee, Tommy George – Sabbatical Trustee, Tasnim Hassan – Sabbatical Trustee, Connor Delany – Sabbatical Trustee Elect, Jenny Lowthrop – External Trustee (Agenda Item 13 and 14 only), Victoria Langer - External Trustee, Roger Buttery - External Trustee, Erin Cook - Student Trustee, Tom Mitchell - Student Trustee and Beverley Purdy - Student Trustee.

Also in Attendance: James Brooks - Chief Executive, Hannah Coleman – Head of HR/ Deputy CEO, Megan Graham – HR and Office Manager, Rachal Lilley – Advice Centre Manager (Agenda items 5 and 13 only), Jennifer Barnes – Student Voice and Impact Manager (Agenda item 10 and 13 only), Alan Bage – Senior Web Developer (Agenda item 14 only), Jane Kilby – Employability and Volunteer Manager (Agenda item 15 only) and Helena Buono – Employability Co-ordinator (agenda item 15 only).

1.

1.1 Apologies for Absence

Apologies were received from Vanessa Wilson – External Trustee, Hester Davies - Student Trustee and DVC Sue Rigby – Vice Chancellors Nominee.

1.2 Declarations of Interest

No declarations of interest were received.

PART A

2. Minutes of the Previous Meeting

The minutes of the previous meeting on the 4th May 2017 were approved as an accurate record.

3. Matters Arising

Noted:

- Further details of the Service Charges are included within agenda item 22.
- External Trustee Roger Buttery and the Chief Executive spoke regarding the value of SUMS on the balance sheet and will discuss this at the next Finance Sub-Committee Meeting.
- The Freedom of Speech Motion response drafted by solicitors has been published on the Students' Union website. There has been no reaction from students.
- The Chief Executive will review the Student Disciplinary Policy and present at the next meeting.
- The investigation into the University of Lincoln's Hardship Fund system to support the Duke of Edinburgh scheme is ongoing.
- External Trustee Person Specifications will be discussed at the next meeting as agreed by the President and External Trustee Vanessa Wilson.
- VC Mary Stuart has requested that DVC Sue Rigby continue on the Board of Trustees as the Vice Chancellor's Nominee.
- The updated meeting dates for the Board of Trustees for 2017/18 were circulated.
- Legal advice was sought regarding the financing of the refurbishment of The Swan and Reception.

4. Finance

Noted:

- External Trustee Roger Buttery contacted the Head of Finance with queries regarding the reconciling of cash balances.

- The Loan from the limited company is now a creditor on the balance sheet.

Agreed:

- The May accounts to be circulated to the Board of Trustees.

5. Chief Executive Report

Noted:

- The Major Incident Management Team (IMT) convened to discuss and action precautionary measures to increase the security of all venues in light of national security threat level increasing and information from the Home Office.
- The President was commended for a successful commencement into his role.
- The VP Academic Affairs confirmed that all Student Leaders are very conscious that the lack of student engagement from the previous Student Leader team will not be repeated.

The Advice Centre Manager entered the Meeting

- The Advice Centre Manager gave a presentation on the Mental Health research project being facilitated by Alterline. This research will capture data to inform the Union's Mental Health Strategy and campaigns.
- It was suggested to discuss the project with the Clinical Commissioning Group.
- The Advice Centre Manager is meeting with Julie Spencer, UoL Head of Wellbeing to discuss working in partnership to undertake the research.

The Advice Centre Manager left the meeting.

6. BUCS Team Report

- BUCS 2016/2017 season has finished. Nothing to note.

7. Unconfirmed Minutes of Meetings

Noted:

- The minutes of the Participation Sub-Committee were presented to the Board.
- The policy for development grants process is being reviewed as expenditure year to date is only £4k out of the £8k that has been awarded to Sports and Societies.

8. Student Motions

- Nothing to note.

9. BUCS Funding Request

Noted:

- A BUCS funding appeal was submitted by Gaelic Football Club.
- The Board discussed if the original decision had followed the procedure to award BUCS Funding correctly and fairly.

Agreed:

- Student Trustee, Erin Cook, to refrain from voting on the decision due to her presence on the Participation Sub-Committee.
- The Gaelic Football Appeal was rejected, Head of HR/Deputy CEO to ensure the Club are informed.

The Student Voice and Impact Manager entered the meeting.

10. Annual Membership Survey (AMS)

Noted:

- The Student Voice and Impact Manager presented the results from the AMS.

- It was suggested that the results were low in areas due to student leaders not promoting the services of the Students' Union.
- The survey is done annually which prevents timely feedback being given to departments throughout the year.
- The survey highlighted that the use of the wording of academic interests should be altered to ensure the terminology is understood by all students.
- The feedback loop within the Representation system needs to be reviewed to ensure information is being disseminated effectively.
- The data from the AMS does not give enough detail to create evidence led recommendations.
- Senior Managers and the Executive Committee will be meeting to review how and what data is collected as part of the AMS to ensure its fit for purpose.

The Student Voice and Impact Manager left the meeting.

11. CEO Legal Compliance Statement

Agreed:

- The CEO Legal Compliance Statement was approved.

12. Risk Register

Noted:

- The risk register was circulated to the Finance Sub-Committee.
- The new local MP has been invited to meet the Student Leader team to foster a good relationship.
- The proposed closure of the Monks Road Walk in Centre is currently being petitioned against by the Executive Committee. Karen Lee, Lincoln MP, has been vocal about trying to prevent the closure from occurring.

The Student Voice and Impact Manager and Advice Centre Manager entered the meeting.

13. International Research Project

Noted:

- An update on the International Research Project was given.
- 6 months ago funding was awarded for the project from the International Council for Student Affairs.
- A report is being written currently on the project outlining the findings which will be presented at the next Board of Trustees.

The Student Voice and Impact Manager and Advice Centre Manager left the meeting.

The Senior Web Developer entered the meeting.

14. General Data Protection Regulation (GDPR) Overview

Noted:

- The Senior Web Developer presented an update on the GDPR.
- Additional staffing resource may be requested to support in implementing the new changes being enforced to data protection as a result of GDPR.
- The Students' Union insurance covers any potential fines that could be incurred as a result of GDPR.
- The Chief Executive has sent a letter to the UoL Registrar in regards student data after GDPR.
- The Senior Web Developer is currently being trained to become a GDPR Practitioner to provide guidance and support in implementing the changes to data protection.

The Senior Web Developer left the meeting.

The Employability and Volunteering Manager and Employability Co-ordinator entered the meeting.

15. Work Ready Update Presentation

Noted:

- The Employability Co-ordinator presented an update on the Employability Strategy.

The Employability and Volunteer Manager and Employability Co-ordinator left the meeting

16. Student Leader Training

Noted:

- The Chief Executive and Head of HR/Deputy CEO were thanked for the effective training that had already been delivered.

Agreed:

- The Student Leader Training was approved.

17. Student Leader Competency Framework

Agreed:

- The Student Leader Competency Framework was approved.

18. Sabbatical Trustees Handbook

Agreed:

- The Sabbatical Trustee Handbook was approved.

19. Scheme of Delegation

Agreed:

- The Scheme of Delegation was approved.

20. SUMS License

Agreed:

- The SUMS License was approved.

21. LSUT Gift in Kind

Noted:

- The LSUT Gift in Kind is inclusive of the Upstairs and Downstairs Office space and reflects inflation.
- Previously the UoL charged £32k for the office space.

Agreed:

- The LSUT Gift in Kind was approved.

22. LSUT Service Charge

Agreed:

- The LSUT Service Charge was approved.

23. University Committee Impact and Information Sharing Policy

Noted:

- The policy provides structured support to ensure information from institutional committees as appropriate is disseminated effectively to the Executive Committee.

Agreed:

- The University Committee Impact and Information Sharing Policy was approved.

24. Trustee Terms in Office

Agreed:

- The Trustees Terms in Office was approved.

25. Sub-Committee Membership

Noted:

- It was suggested for Student Trustee Tarnjit Singh Rama to replace Student Trustee Beverley Purdy on the Participation Sub-Committee due to his position on the Pharmacy Committee.

Agreed:

- The Sub-Committee Membership was agreed with the change to have Student Trustee Tarnjit Singh Rama to replace Student Trustee Beverley Purdy.
- External Trustee Vanessa Wilson was approved as the Deputy Chair.
- External Trustee Roger Buttery was approved as the Supervising Trustee.

26. Student Committee Member Code of Practice

Noted:

- The document has been adapted from the Student Trustees Code of Practice but removes voting rights.

Agreed:

- The Student Committee Member Code of Practice was approved.

27. Student Leader Written Reports

27.1 President

Noted:

- The President has been working on the SUGesstions to ensure that the student opinions voted in are being investigated and implemented.
- The President thanked VP Welfare and Community Tasnim Hassan for her time in office.

27.2 Vice President Welfare and Community

Noted:

- The VP Welfare and Community thanked the Board for their support whilst being in office.

28. Health and Safety

Noted:

- The Engine Shed Floor is being re-laid in the next couple of weeks.
- A new fire alarm system is being installed at The Swan.

29. Any Other Business

Noted:

- Nothing to note.

PART B

30. Staff Handbook

Noted:

- The sickness policy entitlement has been reviewed but remains competitive in line with the growth of the organisation.
- The reviewed policy would not affect existing employees, only those in employment from the 1st June.

Agreed:

- The Staff Handbook was approved.

31. Date of next meeting: 3rd October 2017

Chair

Date