



UNIVERSITY OF LINCOLN STUDENTS' UNION BOARD OF TRUSTEES

Minutes of the Board of Trustees held on 28th September 2016
At 11am in the Holiday Inn Express, Lincoln.

Present: Sammi Storey– Sabbatical Trustee (Chair), Will Fry – Sabbatical Trustee, John-Paul Dickie – Sabbatical Trustee, Aigerim Kuanysh – Sabbatical Trustee, Tasnim Hassan – Sabbatical Trustee, Jenny Lowthrop – External Trustee, Victoria Langer - External Trustee, Vanessa Wilson – 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 and Operations and Megan Graham – HR and Office Manager.

1.

1.1 Apologies for Absence

Apologies were received from Hester Davies - Student Trustee DVC Scott Davidson – Vice Chancellor's Nominee Roger Buttery - External Trustee

1.2 Declarations of Interest

Noted:

- John-Paul Dickie is in a relationship with a staff member in the Student Voice Department.
- John-Paul Dickie and Tom Mitchell live together.
- Will Fry and Erin Cook are in a personal relationship.

Agreed:

- All members to remain as voting members.

PART A

2. Minutes of the Previous Meeting

The minutes of the previous meetings on the 15th June 2016 and 22nd August 2016 were approved as an accurate record.

3. Matters Arising

Noted:

- The Finance Sub-Committee is not a standing committee in the Articles of Association. Upon Trustee's requested it has been added to the Terms of Reference Cover Sheet.
- The Risk Register will be reviewed at the Board of Trustees in November as per the Board's Standing Items;
- The Hockey Club were disappointed they did not get the sponsorship funding but were pleased that the Union, and specifically the Board of Trustees, had taken time to consider the funding.
- The Hockey Club are now looking at other funding options and are remaining engaged.

4. Verbal Finance Update

Noted:

- The June management accounts were tabled at the meeting.
- All journals and transactions have been checked; the ability to do backwards accounting is to facilitate this was pleasing.
- The accounts have been reconciled down to £1100, this could have been further reconciled but due to the resources it was considered de minimis.
- There has been a large amount work carried out to produce the accounts given the issues found.

- Entertainments events are sometimes paid in cash on the night of the event which is normal, none of these had been posted which equated to the £30,000 deficit.
- Producing the Year End Accounts are now the priority to be ready for an Audit.
- James Brooks thanked Beverley Purdy for her work in Finance last week.
- James Brooks offered to hold an informative meeting the finances with Students Trustees outside of the main meeting as this was the first set of management accounts they had seen.
- Finance is a different department to others within the Union and the processes they have had to carry out to back audit the accounts have been different to what will normally take place in the department;
- Last week activities figures were uploaded to the dashboard and this has been agreed to be updated weekly.
- Once the Finance Controller is in post it will allow stability in the department
- The Union has a large, complicated and multi company finance system which is not easy to understand in a short amount of time.

5. Chief Executive Report

Noted:

- Fresher's Week was commended, there has not been a Fresher's week this successful before.
- ShowSec who were the security for the events within the week and have not performed where the Union wanted; this is currently being dealt with.
- There is currently an effort drive on the service and supported offered to Clubs and Societies. New processes and a new facilitative approach is being adopted following the problems of recent years. Deputy CEO Hannah Coleman is leading on these new processes, the Board noted the significant work load that this has caused given the lack of staff in the area over spring and summer.
- Sales of £20,000 were seen from the Tower Bar and The Swan food sales over Welcome Week, the new menus and service have been well received with no complaints and a considerable reduction in waiting times. The Capital investment in cookers and ovens has been worthwhile.
- The Tower Bar investment in the decors and layout have been well received by our members.
- There have been further issues with the marketing department, with Quack being promoted on a Tuesday evening not a Wednesday
- The marketing department will be overseen by the CEO for the time being until a Head of Marketing is recruited for.
- After the Sports Board meeting yesterday there were clear deadlines set for an improved service to our members by the Sports Centre and in the working partnership with the SU.
- Staff from the Union will be meeting with staff from the Sports Centre including the 20 staff members on shift patterns to try and improve relationships.

6. Unconfirmed Minutes of Meetings

Agreed:

- Minutes from the Finance and HR Sub Committee were approved as an accurate record. SUMS Company Board and Limited Company Board meetings were noted.

7. Student Approved Motions

- Nothing to note.

8. Organisational KPI's

Noted:

- Reception will look at the NUS Sales KPI's if the Union leaves NUS.
- If quoracy is not met in the NUS referencum then the Board of Trustees will be required to make the decision.

- There was a lot of press attention for the previous referendum as the Union were the first Students' Union to leave NUS, the Union are again the first Students' Union to have a second referendum.
- There is a potential for reputation damage to Union however the Union is aware of this risk and will mitigate it where possible.

9. Sabbatical Trustee KPI's

Noted:

- Nothing to note.

10. Trustee Involvement

Noted:

- This is not a request for Trustees to give more time, but opens up the option for Trustees to come into the Union to look at the areas they are interested in.
- Jenny Lowthrop is coming into the Union over the 28th and 29th September to look into Volunteering.
- It is important for Trustees to be aware of the Exec/ Non-Exec roles and that they will be there only as an observer.
- This will give a greater context and help improve their role as trustees and strengthen the Board.
- James Brooks stated that if anyone is interested to contact him and it will be organised.

11. PSC Register

Noted:

- There has been a change in the way that companies register with Companies House, as of the Small Business and Employment Act 2015, as it helps to make limited companies more accountable.
- This is a legal requirement and has been done for all 3 companies.
- The documents can be seen by anyone who requests it, so is kept available on site.
- SUMS is owned solely by the Board as although there are directors there is no one person with more than 25% control, these registers have all been approved by the solicitor.

Agreed:

- The PSC registers were approved.

12. Legal Compliance

Noted:

- This document has already been presented to the Board of Trustees in February 2016, however James Brooks wanted the document to be reviewed and for new Student Trustees to have seen it.

13. Health and Safety Policies

Noted:

- Changes have been made to the Health and Safety Policies with any significant changes are noted on the cover sheet.
- Most of the changes were made as a result of the Health and Safety audit.
- This document will be taken to the Staff Forum for approval if approved by the Board.
- The Annual Health and Safety audit is booked for the 20th and 21st November.

Agreed:

- The Health and Safety Policies were approved.

14. Terms of Reference

Noted:

- A new term of Reference has been written for the Employability Sub-Committee.

Agreed:

- Will Fry to be the Sabbatical Trustee
- Erin Cook and Beverley Purdy to be the Student Trustees
- The Terms of Reference were approved.

15. Sabbatical Trustee Ops Plans Presentation

Noted:

- All Sabbatical Trustees presented their Ops Plans.

16. President Ops Plan

Noted:

- Have 75% of third years knowing what grad support is available
- Introduce and launch the Swan's Den entrepreneur scheme and get at least 6 applications
- Improve communication from course rep to students with 70% of students knowing who their course rep is and what they have done
- Launch out work ready scheme and develop how we can work with colleagues to feed down the importance of gaining work ready skills to students
- Launch the new democracy system and have 36 ideas submitted by the end of the year.

17. Vice Presidents Academic Affairs

Noted:

- Produce a rep prep programme and run 10 workshops during the 2016/17 academic year.
- Elect 60 postgraduate reps and a PG students' office in the October elections.
- Implement the academic societies programme and have 5 active accredited academic societies.
- 20% of members complete the learning space survey.
- The University committing to a library extension.
- Ensure the students' union is involved in the written submission and has space to comment within the UoL's TEF submission.

18. Vice President Activities Ops Plan

Noted:

- 60% satisfaction in activities department in end of year activities survey.
- See a 20% increase in clubs and societies using commercial services for sponsorship from 2015/16.
- Hold termly personal meetings between VPA and all Clubs and Societies.
- 70% committee's members satisfied with training and support given to them in end of year survey.
- Run an inclusion and diversity campaign with 100 members' participation in each week throughout the year.
- Undertake a survey on facilities that sports club members use.

19. Vice President Welfare and Community

Noted:

- To deliver and lead on 5 individual campaign events for each liberation under the theme of liberate Lincoln.
- To hold three core distress activities over a week period in the January and May assignment/exam period.
- To deliver weekly wait to rent information points to reduce the percentage of students signing their tenancy from October to December.
- To hold the meet the street event in the west end on 22nd October.
- To deliver a video based on the theme of "Never Okay", addressing unwanted behaviour and how to report it.

20. Vice President International

Noted:

- Introduce an "international Welcome Pack" for international students (to be delivered at Arrivals lounge & accommodation)
- Deliver three international events over the academic year.
- Deliver an international welcome party in collaboration with the university of Lincoln and other key department

- Promote and deliver four workshop for international students in collaboration with the University of Lincoln and other key departments.
- Set up and introduce an international friend's scheme and recruit a minimum of 10 volunteers.

21. Student Leader Written Reports

- Nothing to note.

22. Health and Safety

Noted:

- The Home Office have recommended that a vehicle proof gate to prevent unauthorised entrance is installed to the back of the Engine Shed, the gates required are very expensive so the Union are hoping that the UoL will fund them.
- The age and weight of the movable wall in the Engine Shed has caused concerns for James Brooks and Charlie Garrod, Head of Commercial Services. The Union are lobby the University to have this changed.

23. Any other Business

- Nothing to note.

PART B

24. Staff Survey Action Plan

- Nothing to note.

25. Date of next meeting: Tuesday 22nd November 2016.

Chair

Date