



## UNIVERSITY OF LINCOLN STUDENTS' UNION BOARD OF TRUSTEES

Minutes of the Board of Trustees held on 15<sup>th</sup> June 2016  
at 11:15am in the Double Tree by Hilton, Lincoln

**Present:** Hayley Jayne Wilkinson – Sabbatical Trustee (Chair), Nyasha Takawira – Student Trustee (Agenda items 1-17 only), Sammi Storey – Sabbatical Trustee, Jenny Lowthrop – External Trustee, Victoria Langer - External Trustee (Agenda items 1-17 only), Vanessa Wilson – External Trustee, Ben Higgott - Student Trustee, Tom Mitchell - Student Trustee, and Matthew Smeeth - Student Trustee. Jennifer Johnson - Student Trustee.

**Also in Attendance:** James Brooks - Chief Executive, Hannah Coleman – Head of HR and Operations, Megan Graham – HR and Office Manager, Erin Cook – Student Trustee Elect (agenda items 1 and 4 onwards), Beverley Purdy – Student Trustee Elect (agenda item 4 onwards only), John-Paul Dickie – Sabbatical Trustee Elect (agenda items 1, 4 and 6 onwards), Will Fry – Sabbatical Trustee Elect (agenda items 1 and 4 onwards), Aigerim Kuanysh – Sabbatical Trustee Elect (agenda items 1 and 4 onwards), Tasnim Hassan – Sabbatical Trustee Elect (agenda items 1 and 4 onwards), Rowena Johnston-Aiken – Head of Finance (agenda item 4 and 26 only).

### 1.

#### 1.1 Apologies for Absence

Apologies were received from DVC Scott Davidson – Vice Chancellors Nominee and Roger Buttery - External Trustee..

#### 1.2 Declarations of Interest

**Noted:**

- Vanessa Wilson declared a conflict of interest on agenda item 26 Any Other Business - Change of Bank Provider due to a personal relationship.
- Will Fry declared a conflict of interest with agenda item 17.
- John-Paul Dickie declared a conflict of interest regarding agenda item 5 due to a personal relationship.

**Agreed:**

- Vanessa Wilson to remain in the meeting but not comment on the change of banking provider.
- Will Fry to remain in the meeting due to not being a voting member of the meeting.
- John-Paul Dickie left the room for agenda item 5.

*The meeting went into a closed session – all Trustee Elects left the room.*

### PART A

#### 2. Minutes of the Previous Meeting

- The minutes of the meeting on the 26<sup>th</sup> April 2016 were approved with one amendment.

#### 3. Matters Arising

**Noted:**

- The client account from promoters were being declared and the right accounting principle is being used.
- The Activities money is not being declared on the balance sheet at present but will be shown moving forward.
- The SUMS Limited Trading Company has been set up and an agreement made with Hull University Union for ULSU to own all rights to SUMS.
- The Byelaws contents page has been added.

*The meeting stopped being a closed session – all Trustee Elects re-entered the meeting.*

#### 4. Finance

**Noted:**

- It was noted that any decisions made recently in Sub Committees in regards to expenditure have not been included in the accounts presented.

*John-Paul Dickie left the meeting*

## **5. Chief Executive Report**

### **Noted:**

- Reece Horsley currently working at the Educational and Development Enhancement Unit (EDEU) within the University of Lincoln (UoL) is being seconded to the Union.
- There is now a Student Engagement Board, chaired by DVC Sue Rigby, looking at what will be delivered by the Union and EDEU.
- NUS originally said the Union needs to pay £42,000 but have now agreed this will be prorated to £22,000.
- Transitional relief should also be discounted and should be no more than 12% - the proposed affiliation fee is over 100% increase.
- The Union are still selling NUS Cards until 31<sup>st</sup> December.
- Director of Commercial Services within the UoL has been contacted about purchasing stock through NUS.
- Vanessa Wilkson, Hayley Jayne Wilkinson, Sammi Storey and James Brooks met in London and discussed that an Employability Sub-group should be created.
- The UoL are opening campuses in Dubai, London and Malaysia which presents interesting opportunities for how the Union can support and represent these students. James Brooks is currently discussing progression with the University Registrar.
- Students studying at any campus will be a full member at the Students' Union.
- Next year the last Module Evaluation survey will be done alongside the NSS to improve voter turnout.

*John-Paul Dickie re-entered the meeting.*

- The Trustees discussed the questions provided by the Charity Commission that were essential for Trustees to be able to answer

### **Agreed:**

- The Employability Sub-Group was approved.

## **6. Unconfirmed Minutes of Meetings**

### **Agreed:**

- Minutes from the HR Sub Committee meeting was approved as an accurate record.

## **7. Student Council Motions**

### **Agreed:**

- The Student Council motion for LGBT to have extra committee members was approved.

## **8. Organisational KPI's**

### **Noted:**

- The Annual Membership Survey will be in the format it was 2 years ago to stop confusion.
- VC Mary Stuart is aware of the expectation from the Union and UoL from Question 23 on NSS.
- Will Fry will focus on changing the reputation of the Activities department and increasing the team ethos.
- The Activities department is moving into a very strong position with the additional resources being allocated for staffing.
- Drop in's run by Student Leaders and Volunteer Officers will help improve issues and delayed responses.
- SUMS development has been prioritised for Activities.
- Hayley Jayne Wilkinson was commended for hitting all her targets including Vice President Welfare and Community manifesto points.

## **9. Enactus**

### **Noted:**

- The previous and current Presidents of Enactus presented a funding pitch for projects.
- If there were no funding for the projects then fundraising would be pushed further and Sponsor Companies would be re-addressed, however they have already given grants to Enactus.

### **Agreed:**

- It was agreed that the Enactus proposal will go to the Executive Committee to be decided.

## 10. Proposed Dates for Board of Trustees

### Noted:

Trustees to contact Megan Graham if they are unable to attend the proposed dates.

## 11. Proposed Dates for Sub-Committees

### Noted:

Trustees to contact Megan Graham if they are unable to attend the proposed dates.

## 12. Terms of Reference

### Agreed:

- The Election Sub-Committee Terms of Reference were approved.
- The Finance Sub-Committee Terms of Reference were approved.
- The Human Resources Sub-Committee Terms of Reference were approved.
- The Participation Sub-Committee Terms of Reference were approved.
- The Remuneration Sub-Committee Terms of Reference were approved.
- The Trustee Appointments Sub-Committee Terms of Reference were approved.

## 13. Terms of Members

### Noted:

- Roger Buttery's first term in office is coming to an end.

### Agreed:

- It was agreed that Roger Buttery will serve a second term in office.
- John-Paul Dickie, Will Fry, Aigerim Kuanysh and Tasnim Hassan appointment as Trustees were approved.
- Ben Higgott, Matthew Smeeth Jen Johnson, Hayley Jayne Wilkinson and Nyasha Takawira's resignation as Trustees were accepted.

## 14. Sub-Committee Membership

### Agreed:

- Roger Buttery to remain as Supervising Trustee.
- Vanessa Wilson to remain as Deputy Chair.
- Tasnim Hassan, Beverley Purdy and Tom Mitchell to be members on the Finance Sub-Committee.
- Aigerim Kuanysh and Hester Davies to be members on the Election Sub-Committee.
- John-Paul Dickie, Erin Cook and Tom Mitchell to be members on the HR Sub-Committee.
- Will Fry (as Chair), Sammi Storey, Hester Davies and Erin Cook to be members on the Participation Sub-Committee.
- Beverley Purdy and Jenny Lowthrop to be members on the Employability Sub-Committee.
- Beverley Purdy to be the new Student Trustee and Hester Davies as a reserve on the Trustee Appointments Panel.

## 15. Risk Register

### Noted:

- Antisocial behaviour has been added due to Sports teams not adhering to policies in place, this is being improved by training.

### Agreed:

- The Risk Register was approved.

## 16. SUMS Update

### Noted:

- A non-disposal clause has been added to the agreement stating the Union will not sell SUMS in the next 5 years.

### Agreed:

- The approval of Expenditure was agreed via email.
- The changes to the agreement were approved.

## 17. BUCS Funding

### Noted:

- The BUCS Funding document was approved at the Participation Sub-Committee.
- If the appeals were to be upheld funding would be removed from other teams or found elsewhere.
- There is a lot of work going into building relationships with local communities and sports.
- Criteria for next year will ensure that teams that want to improve can be supported.
- The budget has already been set and it has been agreed by the Board of Trustees.

**Agreed:**

- No appeals will be upheld.

*Vic Langer left the meeting.*

**18. Scheme of Delegation**

- Nothing to Note

**19. Engine Shed Counter Terrorism "Protect" Report**

**Noted:**

- These documents are high confidential and will be left at the end of the meeting to be destroyed.
- The Union are doing as much as they can to keep members safe in the venues.
- The UoL are building a gate to secure the back of Engine Shed.

**20. HR Strategy**

**Noted:**

- Hannah Coleman was commended on her hard work on the HR Strategy.

**Agreed:**

- The HR Strategy was approved.

**21. Review of Standing Items**

**Agreed:**

- The standing items were approved.

**22. Byelaws**

**Noted:**

- The Byelaws have been seen by Student Council where changes were made and sent to a referendum but did not hit quoracy. Student Council then agreed the changes through vacation powers.

**Agreed:**

- The Byelaws were approved.

**23. Articles of Association**

**Agreed:**

- The Articles of Association were approved.

**24. Student Leader Written Reports**

**Noted:**

- Jenny Lowthrop thanked Hayley Jayne Wilkinson and Nyasha Takawira for their hard work.

**25. Health and Safety**

**Noted:**

- The work on the Engine Shed floor has been started and is on track.

**26. Any other Business**

**26.1 Change of Bank Provider**

**Noted:**

- The Union have had recurrent issues with Lloyds Bank and alternative banks are being investigated.
- Once a provider has been chosen it should take 6-8 weeks for the transfer.

**Agreed:**

- The change of bank providers was approved.
- All further authorisations will go through the Finance Sub-Committee.

**26.2 Gaming Society**

**Agreed:**

- The Associate Membership from the individual in the Gaming Society is revoked after having no response.

### 26.3 Tower Bar

**Noted:**

- It is proposed to do a full refurbishment rather than lots of smaller changes.

**Agreed:**

- Further approvals will be made through the Finance Sub Committee.

### 26.4 Compassionate leave policy

**Agreed:**

- The compassionate leave policy was approved.

## PART B

### 27. Staff Survey Action Plan

**Agreed:**

The Staff Survey Action Plan was approved.

### 28. Staff Handbook

**Agreed:**

- The Staff Handbook was agreed.

24. Date of next meeting: 28<sup>th</sup> September 2016.

Chair \_\_\_\_\_

Date \_\_\_\_\_

Published