



UNIVERSITY OF LINCOLN STUDENTS' UNION BOARD OF TRUSTEES

Minutes of the Board of Trustees meeting held on 4th May 2017 at 11am
in the VCO Boardroom, Minerva Building.

Present: John-Paul Dickie (Chair) – Vice President Academic Affairs; Tasnim Hassan - Vice President Welfare & Community; DVC Sue Rugby – Vice Chancellor's Nominee; Vic Langer – External Trustee; Erin Cook – Student Trustee; Hester Davies – Student Trustee, Beverley Purdy – Student Trustee; Thomas Mitchell – Student Trustee.

Also in attendance: James Brooks – Chief Executive; Hannah Coleman – Head of HR / Deputy CEO; Kudzai Muzangaza – President Elect, Alan Bage – Senior Web Developer (Agenda item 16 only), Jane Kilby – Employability and Volunteering Manager (Agenda Item 13 only), Adrian Brown – Head of Finance (Agenda Items 1-4 only) and Megan Graham – HR and Office Manager.

1.1 Apologies for Absence

- Apologies were received from Vanessa Wilson – External Trustee and Jenny Lowthrop – External Trustee.

1.2 Declarations of Interest

- There were no declarations of interest.

2. Minutes of the previous meeting

- The minutes of the previous meetings on the 22nd March 2017 and 29th March 2017 were approved as an accurate record. The reserved minutes from the Meeting on the 29th March 2017 were approved via email.

3. Matters Arising

Noted:

- The decision on whose remit Community will be under is being postponed until the next Sabbatical team starts as they will be responsible for the outcome of the decision.
- Minutes from the Sports Board meeting and the Sport Lincolnshire meetings will be taken to the Participation Sub-Committee and an update will be given to the main Board.
- The change to Student Leader KPI's being split into short term and long term goals will be started with the next Sabbatical team.
- The overview of the Advice Centre will be completed every 6 months.
- The NSS results will be released in August 2017.
- The review of the risk register will be presented to the next Finance Subcommittee then to the next Board of Trustees.
- The student motions from the ASM are being discussed in agenda item 8.

4. March Finance Report

Noted:

- March management accounts were tabled at the meeting.

- The business is performing well with an expected strong performance in May.
- The Head of Finance was commended for the hard work put into the accounts and the changes made within the Finance Department.

Agreed:

- The Chief Executive to review the service charges.

5. Chief Executive Update

Noted:

- The University of Lincoln is interested in using SUMS for their digital signage around campus and an online booking system for the Sports Centre.

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Agreed:

- Chief Executive and Roger Buttery to meet to discuss the value of SUMS on the balance sheet.

6. BUCS Team Report

Noted:

- The BUCS season is nearly over with Cricket fixtures remaining.
- There has already been a culture change within the teams, this will continue to improve over the coming years with the promotion of the We Are Lincoln community.

7. Unconfirmed Minutes of Meetings

- Nothing to note.

8. Student Motions – Approval and Actions

Noted:

- The solicitors have drafted a response to the Freedom of Speech motion citing the legal reasons as to why the motion cannot be passed.
- The external speakers motion requested for the External Speaker Policy to be reviewed. The policy has been based on guidance from the Charity Commission and is completed by all speakers external to the Union.
- The Charity Commission during their audit of the Union did not highlight any concerns regarding the current approach being used.
- This form has been made available online to increase the accessibility of it.
- A peer led informal procedure prior to the formal panel convening has previously been discussed by the Executive Committee.

Agreed:

- The Freedom of Speech Motion was rejected, the response drafted by the Solicitor to be sent from John-Paul Dickie.
- The External Speakers policy to remain.
- The Student Disciplinary Motion was rejected, Chief Executive to review the Student Disciplinary policy and propose changes at the first Board meeting in the 17/18 academic year.

9. Organisational KPI's

- Nothing to note

10. Student Leader KPI's

- Nothing to note

11. Budgets

Noted:

- A deficit has been forecasted for the Charity, LSUT will provide a surplus overall.
- Additional teams proposed to be funded in BUCS increases one nominal line by £7.5k.
- There is a £60k contingency with £30k in LSUT and £30k in ULSU.

Agreed:

- BUCS teams funding increased to £106k.

12. Vice President Welfare and Community (VPW&C) Strategy

Noted:

- The VPW&C has done a lot of administration this year, which has made it difficult to have a strong connection with Volunteer Officers.
- The RAG officer has had issues with training.
- There have been issues historically with no direct support within the VPW&C remit.
- The report details various ways to improve the department including training and providing more support for the VPW&C and Volunteer Officers to assist in running campaigns.
- The VPW&C has been working with the Employability and Volunteering Manager, Student Voice and Impact Manager, Head of HR/Deputy CEO and Chief Executive to compile the strategy.

Agreed:

- The Vice President Welfare and Community Strategy was approved.

The Employability and Volunteering Manager entered the meeting.

13. Duke of Edinburgh (DofE) Proposal

Noted:

- The Duke of Edinburgh Gold Award has not previously been offered to students.
- The Employability and Volunteering Manager approached a local Operations Manager to discuss the idea of facilitating this due to the employability skills associated with the award. If approved, this would be a pilot scheme for one year.
- The ULSU would require a licence which would be held by the Chief Executive, and specific Union staff would be required to be trained to support the programme.
- The cost of facilitating the scheme would depend on what kit is required and provided by the Union to facilitate student participation.
- The launch for this would take place in October with promotion in Fresher's week.
- It was suggested to provide students with a list of equipment they would need so they are aware of the costs involved and then provide a hardship style fund for those who struggle to fund themselves on the scheme.

Agreed:

- The Employability and Volunteering Manager to speak to the Director of Student Affairs regarding the Hardship Fund and propose a system for the DofE to be accessible to all students.
- The DofE proposal was approved.

The Employability and Volunteering Manager left the meeting.

14. Banking Mandates

- Nothing to note.

15. Trustee Appointments

Agreed:

- Tarnjit Sihh and Christian Cowdell approved as Student Trustees in the 2017/18 Academic year.

Vic Langer and Roger Buttery left the meeting

Noted:

- It is important to ensure that the Trustee skill set is relevant to the current strategic direction of the Students' Union.
- Employability is one of the main current strategic themes, the Board currently does not have an External Trustee in post with relevant employability or social entrepreneurship skill set.
- Having Trustees appointed on a staggered schedule results in less of a risk of External Trustees leaving at the same time.

Agreed:

- The Chief Executive to create Job Descriptions and Person Specifications for the External Trustee positions which are reviewed yearly.
- Chief Executive to review the skills matrix.
- Jenny Lowthrop to finish her term in office in June.
- Vanessa Wilson and Vic Langer to be renewed for another term, with reviews held yearly of the skills matrix.

Vic Langer and Roger Buttery returned to the meeting.

Senior Web Developer entered the meeting.

16. Data Protection

Noted:

- The Senior Web Developer presented information on new Data Protection legislation.

17. Board of Trustees Dates:

Noted:

- The mentor meetings before the Board of Trustees meetings is for Student Leaders and External Trustees.

Agreed:

- Megan Graham to move the Board of Trustees meeting dates to the Tuesday before the meeting dates proposed.
- The updated meeting dates to be circulated to all Board of Trustees.

18. Student Leader Written Report

- Nothing to note.

19. Health and Safety

Noted:

- The University are replacing the Engine Shed flooring with the same product but with a better high-quality finish.
- Archiving boxes fell on a member of staff, the boxes have been cleared and it has been ensured the boxes are stacked safely.

20. Any Other Business

20.1 Activities Funding Policies

Noted:

- There was a discussion at the Participation Sub-Committee meeting on the Competitive Grant Policy and BUCS Funding Procedure.
- The Competitive Grant policy has been amended so that in extenuating circumstances the Board of Trustees can grant more than the £1000 as per the policy.
- The individual who applied for the Competitive Grant failed to attend the panel meeting. No funding is to be awarded to the individual. .
- The Education Act states all funding policies for activities must be published and therefore adhered to at all times.

Agreed:

- Amendments in both documents were approved.

20.2 Proposed Refurbishment of The Swan and Reception

Noted:

- Documents were tabled for the proposed refurbishment of the Reception and The Swan.
- The main changes to The Swan were to the lighting and the upstairs Bar.
- It was requested for the Board to grant the Chief Executive authority up to the value of £300k to spend on the Reception and Swan refurbishment.
- Additional equipment for The Swan was not included within this budget.
- The Limited Company will gift aid the surplus to the Charity, legal advice was sought and this movement of money can be done due to the refurbishment of the Swan and Reception falling in line with the charitable objectives.
- The University Estates department will be met with to discuss how the refurbishment will fit around campus developments.

Agreed:

- The Board approved for the Chief Executive to spend up to £300k on The Swan and Reception refurbishment.
- Legal advice to be sought on which company, the expenditure is taken from.

John-Paul Dickie was congratulated on his new job and wished well in his future career.

John-Paul Dickie thanked the Board for their support over the last year.

Chair.....

Date.....