



UNIVERSITY OF LINCOLN STUDENTS' UNION

Board of Trustees Meeting

10:30am, Wednesday 6th February 2019

Boardroom, Wilkin Chapman LLP, The Maltings,

11-15 Brayford Wharf East, Lincoln, LN5 7AY

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
Cassie Coakley (CCo)	Sabbatical Trustee <i>(present for part of the meeting only)</i>
Grace Corn (GC)	Sabbatical Trustee
Christian Cowdell (CC)	Student Trustee (Undergraduate)
Hatem Amlı (HA)	Student Trustee (Postgraduate)
Vic Langer (VL)	External Trustee (Governance) (Deputy Chair)
Liz Mossop (LM)	Vice Chancellors Nominee <i>(present for part of the meeting only)</i>
James Rayner (JR)	External Trustee (Graduate)
Sue Liburd (SLb)	External Trustee (Non-Portfolio)
Patricia Rodriguez Lopez-Salvatierra (PR)	Student Trustee (Mature)

Also in attendance:

Hannah Coleman (HC)	Deputy Chief Executive
Danielle Pepper (DP)	Finance Manager
Lorna Cruickshank (LC)	Activities Manager <i>(present for Item 1 only)</i>
Jen Barnes (JBa)	Head of Student Voice & Insight <i>(present for Item 12 only)</i>
Holly Millar (HM)	Executive Assistant

Apologies:

James Sewell (JS)	External Trustee (Finance)
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Item	Action
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PART A		
Executive Business		
1.	Welcome and Opening Business <ul style="list-style-type: none"> • Apologies for Absence • Declarations of Interest • Health & Safety - Accident Monitoring Report 	
	<ul style="list-style-type: none"> • Apologies were noted for James Sewell (JS) (External Trustee – Finance) 	
	<ul style="list-style-type: none"> • It was noted that VL had worked for NUS previously and that this may present a conflict in discussions later in the meeting under Item 9. 	
	<ul style="list-style-type: none"> • LC outlined the Accident Monitoring Report and noted that, as would be expected, the majority of the accidents recorded between May and December 2018 involved students involved in sports activities. 	
	<ul style="list-style-type: none"> • JB noted that there had been a few recent instances of slips in Engine Shed since the New Year, although the details and circumstances of the incidents were still being determined, but that the flooring in the venue was verified as being anti-slip as per HSE guidance. 	
	<i>LC left the meeting.</i>	
2.	Minutes of the Board of Trustees Annual General Meeting, 20th November 2018 <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"> • The updates provided in the matters arising were taken as read. 	
4.	Meeting Summaries: <ul style="list-style-type: none"> • Executive Committee Meetings Summary Report • Sub-Committees Summary Report 	



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	<ul style="list-style-type: none"> The reports were taken as read. 	
	<ul style="list-style-type: none"> KM highlighted the discussion from the Executive Committee on 19th November 2018, where it was agreed that an award at the SU Awards would be named after Haydn Biddle, former Chair to the University Board of Governors. 	
5.	Chief Executive's Report	
	<ul style="list-style-type: none"> The report was taken as read. 	
	<ul style="list-style-type: none"> JB noted that the matter regarding the Campaigns Network had been included for the Board's attention due to the allegations of bullying therein. HC noted that it was anticipated that ultimately there would be a Pride Society created, focussed on socialising, and then an LGBT+ Network focussed on campaigning efforts. 	
	<ul style="list-style-type: none"> JB noted that the works relating to The Barge were ongoing, including necessary maintenance and recruitment, and that there had been some resistance from the Local Authorities regarding the planning permissions although this had been resolved by the solicitors. CC queried the recent student feedback about The Barge; KM and TG noted that it had been very positive and that there was a high level of anticipation for its opening. 	
	<ul style="list-style-type: none"> SLb queried the postponement of taking on more SU's within SUMS at a faster rate; JB noted that a SUMS Conference was being organised for July 2019 which it was hoped would be an excellent networking and discussion opportunity for current and possible future Stakeholders. SLb queried whether there was a possibility of partnership with Lincoln College for recruitment purposes; HC noted that this had been. 	
	<ul style="list-style-type: none"> KM commended the work that had occurred within Activities and the Advice Centre and noted in the report; HC outlined the progress in these areas over the last six months and noted that these were reflected in the recent Student Life Pulse results. 	
6.	Organisational KPIs Update	
	<ul style="list-style-type: none"> The report was taken as read. 	



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	<ul style="list-style-type: none"> JB noted that the fact that the Finance KPIs were all green was a commendation of DP's work with her team. VL reiterated this and the clear dedication from the staff to make necessary budget savings, which JB noted all departments had been forthcoming with. 	
7.	Financial Monitoring Reports, Group Management Accounts December 2018	
	<ul style="list-style-type: none"> The December 2018 accounts report was taken as read and DP noted the headline items therein; no queries were raised in this regard. 	
8.	Terms of Reference Review	
	<ul style="list-style-type: none"> Participation Sub-Committee – Feedback and Recommendations 	
	<ul style="list-style-type: none"> KM noted that, following the request from the Board, all Sub-Committees had been asked to review their Terms of Reference and that it had been requested that DVC Simon Parkes join the Participation Sub-Committee as a Nominated External Member of the group with voting rights. JB noted that the Vice Chancellor was fully supportive of this invitation. The group approved this change. 	
Strategic and Thematic Discussions		
9.	NUS Affiliation Update	
	<ul style="list-style-type: none"> Cover Sheet NUS Letter to Members NUS Proposal for Reform NUS Group Work NEC Reform Notes Student Feedback 	
	<ul style="list-style-type: none"> JB outlined the current situation with NUS, with reference to his report, and the likely disaffiliations from numerous different SU's and NUS' ongoing financial difficulties. 	



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<ul style="list-style-type: none"> • KM noted that there was a perception amongst students, reiterated at the recent All Student Members Meeting on 4th February, that the identity and purpose of NUS and was unclear for them. 	
<ul style="list-style-type: none"> • HA queried whether NUS was the only avenue for representation and networking; TG noted that, in his opinion, there were options outside of NUS, which CC and SLi agreed with. 	
<ul style="list-style-type: none"> • SLb queried whether there was a separate group emerging with the SU's who had already disaffiliated; JB noted that those SU's were attending regional CEO and Management meetings. 	
<ul style="list-style-type: none"> • JB noted that it would be a decision for the Trustees to determine whether the financial cost of affiliation to NUS was worth the networking and other opportunities that it offered, given the current state and anticipated future of the organisation. GC noted that any decisions made by the Board of Trustees would need to be carefully communicated to students. 	
<ul style="list-style-type: none"> • VL noted her concerns that if NUS was to cease to exist in its current form, that this may be a cause for concern for the existence of SU's overall. 	
<ul style="list-style-type: none"> • JR queried whether there was a possibility of the payment of a reduced fee to NUS; KM noted that this was a possibility raised within the white paper and outlined the complexities of the governance aspects of the changes occurring within NUS. 	
<ul style="list-style-type: none"> • JB noted that WONKHE had recently employed a former staff member from NUS, Jim Dickinson, to facilitate networking with SU's and that they were undertaking a lot of the work in this area which NUS used to facilitate. 	
<ul style="list-style-type: none"> • SLb queried what students as a whole wanted from NUS and whether that was clear; KM noted that it was difficult to align a national approach, which NUS should take, to a more localised approach which each SU would inevitably represent. 	
<ul style="list-style-type: none"> • JB noted that there were no immediate concerns regarding reliance on NUS in terms of networking opportunities, due to Student Mind and WONKHE. 	
<ul style="list-style-type: none"> • JR queried whether a decision was necessary today, prior to the white paper consultation. LM noted that assurance by a formal proposal specifying the scenarios which might 	JB



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	occur would be appreciated. JB noted that the NUS National Conference would be occurring at the start of April 2019 and that the next Board meeting would be occurring a couple of weeks following that. It was agreed that this matter would be discussed further at the next Board meeting in April.	
10.	SLP Results & Review Discussion Points	
	<ul style="list-style-type: none"> • JB and KM noted that the results of this survey were extremely positive. 	
	<ul style="list-style-type: none"> • JR queried the uptake and perception of the Employability Dashboard; HC noted that there had been a slight delay in its roll out overall but that the SU were working in partnership with the Careers Department at the University. HC also noted that the individual dashboard update would be sent to respective students imminently as a 'Skills Log – Your CV Builder', which should help to increase engagement and awareness. 	
11.	Annual Safeguarding Report	
	<ul style="list-style-type: none"> • Cover Sheet • Report 	
	<ul style="list-style-type: none"> • JB noted that this report would be presented annually going forwards. 	
	<ul style="list-style-type: none"> • VL queried whether the incidence of sexual misconduct was an increasing concern for students; JB and GC noted that it was. GC outlined the work occurring in this area, in collaboration with Local Authorities. 	
12.	Theme 1 Strategy Review	
	<ul style="list-style-type: none"> • Cover Sheet • Strategy Extract - Theme 1 	
	<i>JBa joined the meeting</i>	
	<ul style="list-style-type: none"> • JBa noted that this discussion was in aid of ensuring that the representation system was fit for purpose and outlined the recent changes perceived both locally and nationally. 	
	<i>CC and LM left the meeting</i>	



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	<ul style="list-style-type: none"> The group separated into smaller working groups to discuss the questions raised within the paper. 	
	<ul style="list-style-type: none"> The overall feedback from the groups was that: <ul style="list-style-type: none"> On some courses the number of Reps made it difficult to know who to talk to The system may benefit from a specific feedback space Member engagement with the Rep system was not a requirement and that this did not necessarily denote a problem unless on a large scale GOATing by the Sabbatical Trustees was key to ensuring members' needs were understood Social media and rapid responses was a key communication tool Wider inclusion and accessibility was also key to improve engagement There needed to be an understanding about how Representation generally feeds into a national structure 	
	<ul style="list-style-type: none"> It was noted that this feedback would be considered for future work in this area and implemented as necessary. 	
13.	Meeting Feedback	
	<ul style="list-style-type: none"> No matters were raised for discussion. 	
14.	Any Other Business	
	<ul style="list-style-type: none"> No matters were raised for discussion. 	
PART B		
15.	Sabbatical Trustee Reports & Updates:	
	<ul style="list-style-type: none"> President Vice President Education Vice President Activities Vice President International 	



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	<ul style="list-style-type: none">Vice President Welfare & Community	
	<ul style="list-style-type: none">No matters were raised for discussion.	
Date of Next Board Meeting: 9:30am, 24 th April 2019		

Chair

Signed

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Published