



**UNIVERSITY OF LINCOLN STUDENTS' UNION  
Board of Trustees Annual General Meeting**

9:30am, Wednesday 5<sup>th</sup> September 2018  
Chief Executive's Office, Students' Union, Brayford Pool,  
Lincoln, LN6 7TS

**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
Paul Tatton (PT)	External Trustee (Finance)
Christian Cowdell (CC)	Student Trustee (Undergraduate)
Chris Bateman (CB)	External Trustee (Participation) <i>(via conference call)</i>
Hatem Amlı (HA)	Student Trustee (Postgraduate) <i>(via conference call)</i>
<b>Also in attendance:</b>	
Hannah Coleman (HC)	Deputy Chief Executive
Carrie Jenson (CJ)	Forrester Boyd <i>(present for Item 8 only)</i>
Kevin Hopper (KH)	Forrester Boyd <i>(present for Item 8 only)</i>
Holly Millar (HM)	Executive Assistant

Item	Action
<b>PART A</b>	
<b>Executive Business</b>	
<b>1. Apologies for absence</b>	
<ul style="list-style-type: none"> <li>Grace Corn (GC), Sabbatical Trustee</li> <li>Vic Langer (VL), External Trustee (Governance) (Deputy Chair)</li> <li>DVC Liz Mossop (LM), Vice Chancellors Nominee</li> <li>James Rayner (JR), External Trustee (Graduate)</li> <li>Patricia Rodriguez Lopez-Salvatierra (PR), Student Trustee (Mature)</li> </ul>	
<b>Declarations of Interest</b>	
<ul style="list-style-type: none"> <li>TG noted that he had updated his Declarations of Interest; HM to update the register accordingly.</li> <li>KM noted that he and TG let a property via a Student Accommodation Letting agent and that this may present a conflict in the future.</li> </ul>	<b>HM</b>
<b>2. Minutes of the Previous Board of Trustees Annual General Meeting, 3rd October 2017</b>	
<ul style="list-style-type: none"> <li>The minutes were agreed to be an accurate record of the meeting.</li> </ul>	
<b>3. Minutes of the Previous Board Meeting, 13th June 2018</b>	
<ul style="list-style-type: none"> <li>The minutes were agreed to be an accurate record of the meeting.</li> </ul>	
<b>4. Matters Arising</b>	
<ul style="list-style-type: none"> <li>The updates provided were taken as read.</li> </ul>	



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5.	<b>Meeting Summaries:</b> <ul style="list-style-type: none"> <li>• Executive Committee Meetings Summary Report</li> <li>• Sub-Committees Summary Report</li> </ul>	
	<ul style="list-style-type: none"> <li>• The reports were taken as read and no queries were raised in relation to these reports.</li> </ul>	
6.	<b>Chief Executive's Report</b>	
	<ul style="list-style-type: none"> <li>• The report was taken as read.</li> </ul>	
	<ul style="list-style-type: none"> <li>• JB commended the HR Department's handling of the Advice Centre Advisor concern.</li> </ul>	
	<ul style="list-style-type: none"> <li>• KM noted that the offer in relation to the St Marks space would be particularly beneficial for the SU. JB outlined the prominence of this location and that this space could be utilised for either commercial and non-commercial purposes.</li> </ul>	
	<ul style="list-style-type: none"> <li>• JB noted that updates regarding The Barge would be provided to the members as soon as possible and that The Brayford Trust may approve the lease today.</li> </ul>	
	<ul style="list-style-type: none"> <li>• In relation to NUS Quality SUs, HC noted that Part A had been submitted several months ago but that no feedback had been received yet, despite multiple follow-up messages.</li> </ul>	
	<ul style="list-style-type: none"> <li>• JB noted that an issue in relation to Hull University Union's Sabbatical Officers attending a recent NUS Lead &amp; Change (despite not being affiliated) and had not paid for their spaces. JB added that there were numerous other issues in this area regarding Totum and NUS's generally poor response rates to queries.</li> </ul>	
	<ul style="list-style-type: none"> <li>• KM noted that some officers from NUS would be visiting Lincoln shortly and that some feedback could be provided at this point.</li> </ul>	
	<ul style="list-style-type: none"> <li>• HC noted that, regarding the online sports booking system, the University had not signed the contract, and that the situation was disappointing and frustrating for members having to use an archaic booking system.</li> </ul>	
7.	<b>Organisational KPIs Update</b>	
	<ul style="list-style-type: none"> <li>• The document was taken as read.</li> </ul>	
	<ul style="list-style-type: none"> <li>• JB noted that RAG ratings would be provided again going forwards due to the nature of the KPIs this year.</li> </ul>	HM
	<ul style="list-style-type: none"> <li>• JB noted that the recent Student Life Pulse results had placed ULSU very high in the rankings; JB to circulate the document to the group following this meeting.</li> </ul>	JB
8.	<b>Annual Accounts:</b>	
	<ul style="list-style-type: none"> <li>• ULSU Consolidated Annual Accounts 2017-18               <ul style="list-style-type: none"> <li>- Final Accounts</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>• LSUT Annual Accounts 2017-18               <ul style="list-style-type: none"> <li>- Accounts to Registrar</li> <li>- Full Accounts</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>• SUMS Annual Accounts 2017-18               <ul style="list-style-type: none"> <li>- Accounts to Registrar</li> <li>- Full Accounts</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>• Letter of Representation 2017-18</li> </ul>	
	<ul style="list-style-type: none"> <li>• Management Report 2017-18</li> </ul>	



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<i>CJ and KH joined the meeting.</i>		
<ul style="list-style-type: none"> <li>CJ noted that the audit this year had gone well and suggested that the audit next year could be conducted slightly later to allow time for everything to be completed.</li> </ul>		
<ul style="list-style-type: none"> <li>CJ added that there has been a visible improvement over the year as processes had been implemented.</li> </ul>		
<ul style="list-style-type: none"> <li>KH noted that there were very few audits which went as well and had as few issues as this one.</li> </ul>		
<ul style="list-style-type: none"> <li>CJ highlighted the minor unadjusted misstatements as noted in their Management Report.</li> </ul>		
<ul style="list-style-type: none"> <li>CJ noted that they had reviewed Wright Vigar's Management Report from 2016/17 and had no concerns regarding outstanding actions.</li> </ul>		
<ul style="list-style-type: none"> <li>The group discussed the interest rates on the balances; it was noted that in terms of High Street Banking provision, ULSU was receiving the best rates.</li> </ul>		
<i>JB, HC and HM left the meeting to allow the Trustees to discuss matters without staff presence; TG took over the minuting of the meeting temporarily.</i>		
<ul style="list-style-type: none"> <li>KM enquired as to the quality of the Finance function at ULSU in terms of service provided to the auditors. The Auditors commented that quality of information provided is very good, but timing could slightly reviewed, a potential one week delay could allow time all appropriate information and data to be prepared.</li> </ul>		
<ul style="list-style-type: none"> <li>PT asked about any interim areas that could be looked at from internal point of view. CJ and KH suggested that potentially VAT should be considered but nothing specific, income every other year (cash and balance audit) should also be audited but overall they were impressed.</li> </ul>		
<ul style="list-style-type: none"> <li>CJ and KH suggested that putting the barge under ULSU name could save tax down the line by renting to LSUT – this could be investigated by JB and reported back to the Finance Sub-Committee.</li> </ul>		
<ul style="list-style-type: none"> <li>CJ and KH stated, with the exception of the two noted items in the report, it was a very good audit and in comparison, to other organisation of this size, two relatively minor observations was an excellent result.</li> </ul>		
<i>JB, HC and HM returned the meeting and HM resumed the minuting of the meeting.</i>		
<ul style="list-style-type: none"> <li>The group approved the accounts, the audit and the management report as presented.</li> </ul>		
<ul style="list-style-type: none"> <li>The group discussed who owned the assets from tax perspective and it was agreed that further clarity regarding the legal advice in this area was required. It was agreed that JB would discuss this further with the solicitors to confirm the stamp duty value and determine the long-term benefits.</li> </ul>		<b>JB</b>
<ul style="list-style-type: none"> <li>The group commended ULSU's Senior Management Team for their efforts and achievements.</li> </ul>		
<i>CJ and KH left the meeting.</i>		
<b>9.</b>	<b>Trustee Appointments</b>	
	<ul style="list-style-type: none"> <li><b>Resignation of Inter-Professional Student Trustee</b></li> <li><b>Proposed Appointment of James Sewell as the External Trustee (Finance)</b></li> </ul>	
	<ul style="list-style-type: none"> <li>It was agreed that a report would be presented to the next Board on 20<sup>th</sup> November 2018 regarding the role of the Inter-Professional Trustee.</li> </ul>	<b>JB</b>



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	<ul style="list-style-type: none"> <li>James Sewell's appointment as the External Trustee (Finance) was approved by the group and PT resigned from this role accordingly. The group thanked PT for his contribution and for stepping into the External Trustee (Finance) role on an interim basis whilst a new trustee was sort for this position.</li> </ul>	
<b>Strategic and Thematic Discussions</b>		
<b>10. Employability Dashboard</b>		
	<ul style="list-style-type: none"> <li><b>Presentation</b></li> </ul>	
	<ul style="list-style-type: none"> <li>ML presented the dashboard as included in the papers and demonstrated the live dashboard.</li> </ul>	
	<ul style="list-style-type: none"> <li>ML noted that training regarding the Dashboard would be implemented for all ULSU volunteering opportunities; HC noted that they were working closely with the Careers Department at the University and reiterated that Employability would be embedded throughout the departments of the organisation.</li> </ul>	
	<ul style="list-style-type: none"> <li>ML noted that she and Jane Kilby (Employability &amp; Campaigns Manager) (JK) were visiting Kent SU on 7<sup>th</sup> September to view their dashboard as this was an area which they were particularly strong in.</li> </ul>	
	<ul style="list-style-type: none"> <li>It was noted that the skills would be reviewed over time as graduate employability priorities changed.</li> </ul>	
	<ul style="list-style-type: none"> <li>HC noted that the report that the Dashboard generated was intended as a tool to assist CV and Application writing.</li> </ul>	
	<ul style="list-style-type: none"> <li>CC offered to complete his Dashboard, once live, which could then be used as an example.</li> </ul>	<b>CC</b>
	<ul style="list-style-type: none"> <li>ML was commended for her work and the progress made in this area; it was agreed that she would attend the Board in November to present to the wider group due to the number of apologies received today.</li> </ul>	<b>JB</b>
<b>11. Standing Items Review</b>		
	<ul style="list-style-type: none"> <li>The document was taken as read.</li> </ul>	
	<ul style="list-style-type: none"> <li>It was noted that Safeguarding had been added to this document in June since the issuance of the papers.</li> </ul>	
	<ul style="list-style-type: none"> <li>No other queries were raised in this regard.</li> </ul>	
<b>12. Challenging the Poor Performance of a Chair</b>		
	<ul style="list-style-type: none"> <li>KM noted that this matter had been discussed at the Residential meeting on 8<sup>th</sup> and 9<sup>th</sup> August 2018 and offered the opportunity for further discussion here.</li> </ul>	
	<ul style="list-style-type: none"> <li>The group discussed possible processes to manage this risk; JB noted that there was currently a process in place for performance monitoring of the Sabbatical Trustees in the form of TRAP reviews conducted by the CEO and reviewed by their respective mentors.</li> </ul>	
	<ul style="list-style-type: none"> <li>It was noted that the newly implemented Accountability &amp; Insight Sub-Committee, as chaired by the Supervising Trustee, may help to allay concerns in this regard.</li> </ul>	



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	<ul style="list-style-type: none"> <li>• JB to propose a process to hold the Chair, Deputy Chair and Supervising Trustee to account at the next meeting.</li> </ul>	<b>JB</b>
<b>13. Group Feedback/Meeting Review</b>		
	<ul style="list-style-type: none"> <li>• The group discussed feedback which was deemed to be positive overall.</li> </ul>	
<b>14. Health &amp; Safety</b>		
	<ul style="list-style-type: none"> <li>• JB noted that the Lincolnshire Fire Brigade Audit was occurring on 25<sup>th</sup> September 2018, and that the Health &amp; Safety Audit had taken place on 16<sup>th</sup> August 2018 which was expected to clear of issues.</li> <li>• No further matters were raised for discussion.</li> </ul>	
<b>15. Any Other Business</b>		
	<ul style="list-style-type: none"> <li>• It was agreed that the costs of Lifetime Membership and Associate Membership of ULSU would be delegated for review by the Executive Committee.</li> <li>• No further matters were raised for discussion.</li> </ul>	<b>JB</b>
<b>PART B</b>		
<b>16. Approval of Solicitors, Auditors and Bankers</b>		
	<ul style="list-style-type: none"> <li>• These were approved by the group.</li> </ul>	
<b>17. Sabbatical Trustee Reports &amp; Updates:</b>		
	<ul style="list-style-type: none"> <li>• President</li> <li>• Vice President Education</li> <li>• Vice President Activities</li> <li>• Vice President International</li> <li>• Vice President Welfare &amp; Community</li> </ul>	
	<ul style="list-style-type: none"> <li>• The reports were taken as read and no matters for discussion were raised.</li> </ul>	
<b>18. Board of Trustee Residential Actions</b>		
	<ul style="list-style-type: none"> <li>• The reports were taken as read and no matters for discussion were raised.</li> </ul>	
<b>Date of Next Board Meeting: 9:30am, 20<sup>th</sup> November 2018</b>		

Chair

Signed

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