



UNIVERSITY OF LINCOLN STUDENTS' UNION  
Board of Trustees Meeting

11am, Tuesday 5<sup>th</sup> December  
Cranwell Room, Holiday Inn Express, Ruston Way,  
Brayford Enterprise Park, Lincoln, LN6 7DB

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
Luke Exton (LE)	Sabbatical Trustee
Connor Delany (CD)	Sabbatical Trustee
Sue Rigby (SR)	Deputy Vice Chancellor (Vice Chancellor's Nominee)
Vic Langer (VL)	External Trustee (Governance)
Roger Buttery (RB)	External Trustee (Finance)
Vanessa Wilson (VW)	External Trustee (Participation/Deputy Chair) ( <i>present for part of the meeting via phone</i> )
Beverley Purdy (BP)	Student Trustee (Mature)
Hester Davies (HD)	Student Trustee (Inter-Professional)
Christian Cowdell (CC)	Student Trustee (Undergraduate)

Also in attendance:

Holly Millar (HM)	Executive Assistant
James Rayner (JR)	Observer/External Trustee (Graduate) Nominee
Adrian Brown (AB)	Head of Finance ( <i>present for Item 14 only</i> )
Hannah Coleman (HC)	Deputy CEO/Head of HR
Jennifer Barnes (JBa)	Student Voice Manager ( <i>present for Item 13 only</i> )

Item

Action

PART A

- 1. Apologies for absence**
  - No apologies were noted.**Declarations of Interest**
  - Document taken as read.
- 2. Minutes of the Previous AGM Meeting, 3rd October 2017**
  - The minutes of the meeting were agreed to be an accurate record of the meeting.
- 3. Minutes of the Previous EGM Board Meeting, 30th October 2017**
  - The minutes of the meeting were agreed to be an accurate record of the meeting.
- 4. Matters Arising**
  - JB noted that the NUS review was ongoing and that, due to supplier viability concerns, this was being actioned as a priority.
  - KM noted that he spoke to the Vice President for Higher Education at NUS and that conversations with Sabbatical Trustees from other Unions.
  - LE noted that his KPI had been changed as per the previous discussion.



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- It was noted that the recruitment for the External Trustee (Graduate) had been completed and that the Job Description for the Finance Trustee had been completed.
  - KM noted that the signing of special resolution, as noted in the EGM on 30<sup>th</sup> October, had been completed.
- 5. Chief Executive's Report**
- **Chief Executive's Report**
  - **Staff Structure**
  - **Major Incident Team Meeting Minutes, 28<sup>th</sup> September 2017**
  - The report was taken as read.
  - JB noted 360-degree feedback coaching; coaching feedback on Thursday; RB noted in many respects done too early – should it be delayed so we've seen their qualities more? JB noted training provider offers two sessions so could go for January one; VW agreed – some merit to that; agreed next year would occur in January; HD suggested doing two if necessary
  - JB noted that he and HC had attended an NUS Strategic Conversation in Liverpool on 28<sup>th</sup> and 29<sup>th</sup> November 2017, at which the Chief Executive of NUS had raised a query regarding the NUS Affiliation Fee. It was noted that NUS had received a legal challenge regarding SUs granting charitable money to a body whose spending is not in line with charitable objectives and spending regulations. JB noted that this was a potential risk if the SU could not affiliate with the NUS.
  - CC queried whether the Sabbatical Trustees had received much resistance following the changes to the Bye-Laws as discussed at the Board EGM meeting on 30<sup>th</sup> October. KM noted that for the most part the changes had been received well and that they were now working under the new framework.
- 6. Student Leader Reports:**
- **President**
  - **Vice President Activities**
  - **Vice President Academic Affairs**
  - **Vice President Community**
  - **Vice President International**
  - The reports were taken as read.
  - VL noted that the reports painted a positive picture of their year to date. KM noted that the first ASM under the amended Bye-Laws occurred on 30<sup>th</sup> November 2017, with 120 students in attendance, and that the platform for SUGgestions was working very well in terms of engagement.
  - SR noted that whilst she welcomed the reports this level of operational information was excessive for the Board. KM agreed and noted that this would be discussed further in Item 17.
- 7. Sabbatical Trustee KPIs**
- The documents were taken as read.
- 8. Sabbatical Trustee Time Analyses, Doc. 8.1**



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- w/c 22<sup>nd</sup> September 2017
  - w/c 29<sup>th</sup> September
  - w/c 6<sup>th</sup> October
  - w/c 13<sup>th</sup> October
  - w/c 20<sup>th</sup> October
  - w/c 27<sup>th</sup> October
  - w/c 3<sup>rd</sup> November
  - w/c 10<sup>th</sup> November
  - The documents were taken as read.
9. BUCS Report
- The report was taken as read.
  - LE noted that he would be working closely with the various BUCS teams and that there were some concerns with the amounts of funding which some teams were applying for.
  - HC noted that the Participation Sub-Committee reviewed and allocated funding for teams and that money could be re-allocated between teams as necessary. HC added that she was confident that this area would be within budget overall.
10. Unconfirmed Minutes of Meetings:
- Participation Sub-Committee, 18<sup>th</sup> October 2017
  - Election Sub-Committee, 25<sup>th</sup> October 2017
  - People & Culture Sub-Committee, 9<sup>th</sup> November 2017
  - Lincoln Students' Union Trading Limited Board, 21<sup>st</sup> November 2017
  - Student Union Management System Limited Board, 21<sup>st</sup> November 2017
  - Finance Sub-Committee, 1<sup>st</sup> December 2017
  - The documents were taken as read.
  - RB noted that there was a typing error in the Election Sub-Committee minutes under Item 11 which should have read 'JBa noted that the current STs could help to encourage female candidates to run during their GOATing.'
11. Student Motions Ratification
- Cover Sheet
  - Student Motions
  - The documents were taken as read and the group approved the Student Motions.
12. GDPR
- University/SU Data Sharing Update
  - University GDPR Legal Advice Note
  - The documents were taken as read.
  - JB noted that the University's solicitors were taking a risk-averse approach in this regard, although due to the implementation date of GDPR (May 2018) meant that the current arrangement would continue for most of this academic year.
  - JB noted that the impact of GDPR on Sports & Societies was a concern and there was a significant risk of students in committee positions emailing people without explicit consent or after they had asked to be removed from the relevant mailing lists. It was



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noted that permissions and access to mailing lists would need to be carefully managed as the SU would be liable in these circumstances. VL asked whether there was a solution for this on SUMS. JB noted that this was being explored but that there was a risk regarding Spam control.

- JB noted that the 'right to be forgotten' would be the most onerous to implement.
- KM thanked JB for his ongoing efforts in this area.

*JBa entered the meeting.*

### 13. Higher Education Reform Consultations – Thematic Discussion

- TG and JBa presented to the group the new regulatory framework consultation and noted the following:
  - This matter was discussed at the ASM on 30<sup>th</sup> October 2017.
  - The responses to the consultation, due by 22<sup>nd</sup> December 2017, were limited to 250 words.
  - The Office for Students' (OfS) proposed reforms would result in penalties being applied to institutions for dipping below baseline standards or failing to widen participation to pre-agreed levels.
  - These reforms would greatly reduce the weighting of the student voice in the overall assessment of Universities and remove student engagement.
  - The reforms would lead to confusion regarding Freedom of Speech due to differing guidance between the Education Act and the Charity Commission.
  - Universities would be forced to ensure that SU's were providing value for money.
  - As part of the reforms, the Quality Framework is being reviewed and a further consultation would ensue.
  - The SU were feeding into the University's consultation response in addition to compiling their own.
- SR noted that importance of exemplifying the SU's excellent work in the response to the consultation, with the scope to explore what the purpose of Universities should be.
- TG noted that the feedback from the ASM was that students valued their experience much more than the cost of their course.
- It was noted that these proposals would effectively fix the status quo of the current University rankings and that scope for progression would be severely limited.
- RB queried whether the SU were engaging the local MPs to express concern in this matter. JB noted that NUS being left out of OfS conversations;
- JB noted that the NUS appeared to be being purposefully excluded from these consultations.
- It was noted that TG and JBa would be attending an OfS consultation in Belfast on 6<sup>th</sup> December 2017.
- KM commended TG and JBa for their presentation and continued efforts on this.

*JBa left the meeting; AB entered the meeting.*

### 14. September and October 2017 Accounts:

- University of Lincoln Students' Union Accounts
  - September 2017 Group Management Accounts

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- September 2017 Balance Sheet
- September 2017 Income & Expenditure
- October 2017 Group Management Accounts
- October 2017 Balance Sheet
- October 2017 Income & Expenditure
- LSUT Accounts
  - September 2017 Balance Sheet
  - September 2017 Profit & Loss
  - October 2017 Balance Sheet
  - October 2017 Profit & Loss (*to be tabled*)
- SUMS Annual Accounts 2016-17
  - September 2017 Balance Sheet
  - September 2017 Profit & Loss
  - October 2017 Balance Sheet
  - October 2017 Profit & Loss
- The documents were taken as read.
- AB noted that the SU was in good position for the year overall that that they were currently forecasting in line with the budget.
- JB noted that the accounts for November should be released before Christmas and at that point it was anticipated that an accurate forecast for the year would be provided.
- It was noted that the Reserves Policy was approved at the Finance Sub-Committee on 1<sup>st</sup> December 2017.
- RB noted that the balance sheet not reflective of assets, particularly in regards to Activities. JB agreed to action this for the November accounts.

JB

AB left the meeting.

#### 15. Organisational KPIs

- The documents were taken as read.
- JB highlighted that there had been a decrease in footfall in the SU Advice Centre and that this was mirrored in the University's Wellbeing Centre, and that the reasons for this was being investigated. CD noted anecdotal concerns regarding the number of students going to Attendance Panels without having sought advice from either of these centres, although their lack of engagement at the University overall may account for this.
- It was noted that, from previous research, it was clear that students would often approach their Personal Tutors in the first instance which appears to be a recurring trend.
- HC noted the following:
  - The concerns raised by students ranged throughout the year and the trends were reflective of exam and deadline schedules.
  - At the aforementioned NUS Strategic Conversation in Liverpool there had been numerous discussions about actively going out to make contact with students across campus and developing a greater online perspective which the SU were looking into.

#### 16. Charity Commission Letter Update



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- JB noted that, as discussed in his emails to the group on 20<sup>th</sup> November 2017, the Charity Commission were content with the SU's response to the Freedom of Speech concern originally raised in March 2017.

#### 17. Board Effectiveness Review

- The review summary was tabled, reviewed and discussed by the group.
- RB noted that the regular turnover of Sabbatical Trustees was a known risk to continuity and Board processes.
- JB noted that, in his view, the Board needed to take a strategic focus going forwards, due to the growth of the SU overall. VL agreed and noted that intelligence gathered at external events, such as NUS meetings, was key for this type of oversight.
- JB noted that VW had proposed Residential Board meetings which would enable all parties to get to know each other and allow time for more in-depth, thematic discussions; this proposal was supported by the group.
- The group, including JR, agreed that the committees could be improved in term of effectiveness and that the priority for the Trustee group as a whole was to have sufficient oversight, as opposed to an in-depth understanding of operations.
- The group agreed that a risk-based approach would be a more effective approach going forwards. JB agreed to undertake further work in this regard with the Senior Management Team and the Sabbatical Trustees and that this would be a discussion point for next Board.
- VL noted that whilst it may be easier for Externals to comment on matters as they are not involved on a daily basis, the voice of the Sabbatical and Student Trustees was integral.

JB

#### 18. Health and Safety

- No matters were raised for discussion

#### 19. Any Other Business

- JB noted an item raised by VW via email around the issue of student surveys and culture/welfare, specifically that the NUS would be undertaking a student survey to explore whether harassment and/or bullying were concerns in the student world as they had been in film, media, sport and politics; VW asked how the SU felt about this and what steps had been taken to explore this issue amongst the student population. It was agreed that this would be delegated to and discussed by the Executive Committee.
- JB noted that, going forwards, the SU would work on improving dial-in facilities for these meetings.
- Further to her accepting the role of Vice Chancellor of Bath Spa University, KM offered commendations and congratulations to SR for her contributions to the SU.

KM

#### 20. Recommendation of Appointments Committee:

- External Trustee (Graduate) – James Rayner: Cover Sheet
- External Trustee (Graduate) – James Rayner: Application Letter
- External Trustee (Graduate) – James Rayner: Curriculum Vitae



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- On behalf of the Appointments Committee, KM recommended the appointment of JR as the External Trustee (Graduate); the group approved this appointment.

**PART B**

**21. Advice Centre Review**

- No items raised for discussion.

Date of Next Meeting: 11am, 7<sup>th</sup> March 2018

Chair

Signed

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