



## UNIVERSITY OF LINCOLN STUDENTS' UNION BOARD OF TRUSTEES

Minutes of the Board of Trustees held on 17<sup>th</sup> February 2016  
at 11:05am in the Students' Union Boardroom.

**Present:** Hayley Jayne Wilkinson – Sabbatical Trustee (Chair), Sammi Storey – Sabbatical Trustee, Nyasha Takawira – Sabbatical Trustee, Jenny Lowthrop – External Trustee, Victoria Langer - External Trustee, Roger Buttery - External Trustee, Scott Davidson – External Trustee (VC Nominee), Vanessa Wilson – External Trustee, Ben Higgott - Student Trustee, Tom Mitchell - Student Trustee, Jennifer Johnson - Student Trustee and Matthew Smeeth - Student Trustee.

**Also in Attendance:** James Brooks - Chief Executive, Scott McGinn – Marketing Manager (Agenda Item 11 and 14 only), Faye Handley – Accounts Assistant (Agenda Item 4 only) and Megan Graham - HR and Office Assistant.

1.

### 1.1 Apologies for Absence

No apologies for absence were received.

### 1.2 Declarations of Interest

No declarations of interest were received.

## PART A

### 2. Minutes of the Previous Meeting

The minutes of the previous meeting on the 24<sup>th</sup> November 2015 were approved as an accurate record.

### 3. Matters Arising

**Noted:**

- All actions were completed.
- It was clarified that the External Speakers form was previously hard copy only; it is now also planned for it to be available electronically when it can be scheduled for development

### 4. Finance

**Noted:**

- Faye Handley was commended on her hard work within the Finance Department.
- The Union are performing well this year, especially from a commercial point of view with significant surpluses being generated.
- A request for additional funding of £12,500 for Sports and Societies Development Fund, £3,000 to Academic and £2,500 for Liberation Groups has been approved via email to the Board. The additional expenditure was subsequently ratified by the Board.
- This has received a lot of positive feedback from students.

**Agreed:**

- The funding request for the Sports and Societies Development Fund, Academic and Liberation Groups was approved via email.

### 5. Chief Executive Report

**Noted:**

- Rowena Johnston-Aiken, a chartered accountant, has been offered the Head of Finance position.
- The Union are currently in discussions with York St John Students' Union in regards to leasing our SUMS EPOS system.

- Sue Rigby, Deputy Vice Chancellor, has been discussing the Module Evaluation System, which the Union carried out through SUMS, with other Universities and confirmed that it is sector leading
- The Union are up to 73% engagement as measured by SUMS
- Vic Langer commended the Union on the Module Evaluation, which looks exciting and innovative, and the level of student engagement which is high for the third sector.
- It was suggested that the Union enter awards within the Third Sector.

## **6. BUCS Team Report**

### **Noted:**

- The Union are performing well and team numbers are increasing.

## **7. Unconfirmed Minutes of Sub-Committee Meetings**

### **Agreed:**

- Minutes from the Sub-Committee meetings were approved as an accurate record.
- The HR Sub-Committee Minutes to be circulated to the Board.

## **8. Student Council Motions**

### **Noted:**

- The motion "Stand Up for Student Survivors (#StandByMe)" wishes the Union to lobby the Vice Chancellor to support the campaign and victims of sexual assault.

### **Agreed:**

- The motion was accepted with the added interpretation that the motion wishes to lobby the University Sector not the University of Lincoln specifically.
- Hayley Jayne Wilkinson and James Brooks to meet with Mary Stuart, Vice Chancellor, to discuss the motion.

## **9. Health and Safety Audit**

### **Noted:**

- Charlie Garrod, Head of Commercial Services, James Brooks CEO and Paul Tatton, Non-Executive Director of the Limited Company, were commended on their hard work for the Health and Safety Audit.
- The Union is completely compliant; the recommendations made on the Audit are minor policies which can easily be implemented.
- Charlie Garrod is due to start the NEBOSH course.

## **10. Organisational KPI's**

- Nothing to note.

## **11. Strategy Update**

### **Noted:**

- The strategy data collection has had a focus on non-traditional students.
- There have been 2,300 students respond (18%) with employability being the biggest student focus.
- The Student Ideas session has 250 students attend to give feedback.

### **Agreed:**

- The Strategy Videos to be circulated to the Board.
- Matthew Smeeth, Ben Higgott, Roger Buttery and Vic Langer to be sent hard copies of Strategy documents.

## **12. Sports Strategy**

- Nothing to note.

## **13. Appointments Panel**

**Discussed:**

- The document was tabled due to the End of Term Date being added to the document.
- It was proposed that appointment panel consist of: President, Chief Executive, Student Trustee and one Non-Student Trustee.
- It was suggested that an amendment be made for two student trustees to be elected due to Non-Student Trustee availability.
- It was suggested to have a Non-Student Trustee with a reserve of a Student Trustee when required due to availability.
- It was noted that all External Trustees are due to finish this post in 4 years.

**Agreed:**

- The Board approved the panel of: President, Chief Executive, Student Trustee, Non-Student Trustee and a reserve Student Trustee for if the Non-Student Trustee is unavailable.
- Jenny Lowthrop was agreed as the Non-Student Trustee.
- It was agreed that Jen Johnson was selected as a reserve in case a Non-Student Trustee was not available
- Matthew Smeeth, Ben Higgott and Tom Mitchell nominated themselves at the Student Trustee.
- The Student Trustee on the panel to be selected by lot outside of the meeting.

**14. Communication Strategy****Noted:**

- The document outlined the strategy for the Communications department allowing the Union to use best practice and unify the Union's communications.
- Departments within the Union will be consulted on the strategy to ensure everyone can discuss implications and advice on best practice.
- Changing the branding for different types of students is being considered.
- Scott McGinn was commended for his work on the plans.

**15. Friends of the University****Noted:**

- This scheme allows Alumni within it to have added benefits, for example attend guest lectures.
- It was requested that the associate membership be included in the Friends of the University scheme.

**Agreed:**

- All Friends of the University Members will be associate members of the Union.

**16. Adoption of proposed new articles****Agreed:**

- The changes were approved.

**17. Sabbatical Officer Written Reports****Discussed:**

- Employability survey: It was surprising how many students wanted work experience relevant to their course.
- DVC Scott Davidson reported that every new course being validated or revalidated at the University has work placement as an option.
- There was better engagement on the Money Matters Workshops;
- The University had blocked Yik Yak on their internet system due to bullying and criminal offences via the app but it is still available via mobile internet networks.
- The Night to Remember Campaign was commended.
- The Crit Screens (2x84 inch touch screens) have been ordered and a location is being discussed with UoL.

- Additional course costs should be clearly notified and made clear by Schools; the University are bound to provide this information by the Consumer Rights Act.
- There have been discoveries that the Rugby Union Club did not adhere to the ban given and have been playing under the RFU with an Officer from the RFU facilitating their games. This is currently being investigated.
- There was a positive meeting with the Rugby Union Club where a new Committee were formally elected; meetings have been set up to change the reputation of the club.
- The Cathedral Cup match between Lincoln Union and Bishop Grosseteste Union was successful, there is scope for this to grow in the future.
- Will Fry, Sports Officer, was commended on the Cathedral Cup.

#### **18. Health and Safety**

- Nothing to note.

#### **19. Any other Business**

##### **Noted:**

- It was previously suggested that at this point in the year the elected Vice President Welfare and Community would be offered the position to start early.
- The current Officers are happy with the current set up and the offer of the elected Vice President Welfare and Community being offered the full time role early is not necessary.

#### **PART B**

#### **20. Volunteering Policy**

- Taken as read

#### **21. Memorandum of Understanding**

- Taken as read

#### **22. Funding Policy**

- Taken as read

#### **23. Date of next meeting: 26<sup>th</sup> April 2016**

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Chair

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Date