



UNIVERSITY OF LINCOLN STUDENTS' UNION BOARD OF TRUSTEES

Minutes of the Board of Trustees held on 26th April 2016
at 11am in the Students' Union Boardroom.

Present: Hayley Jayne Wilkinson – Sabbatical Trustee (Chair), Sammi Storey – Sabbatical Trustee, Nyasha Takawira – Sabbatical Trustee, Vanessa Wilson – External Trustees, Roger Buttery - External Trustee (up to Agenda Item 17 only), Ben Higgott - Student Trustee, Tom Mitchell - Student Trustee, Jennifer Johnson - Student Trustee and Matthew Smeeth - Student Trustee.

Also in Attendance: James Brooks - Chief Executive, Hannah Coleman – Head of HR and Operations, Rowena Johnston-Aiken – Head of Finance (Agenda items 1-4 only) and Megan Graham – HR and Office Assistant.

Hayley Jayne Wilkinson welcomes Rowena Johnston-Aiken to the meeting.

1.

1.1 Apologies for Absence

Apologies were received from Jenny Lowthrop – External Trustee, Victoria Langer - External Trustee and Scott Davidson – Vice Chancellors Nominee.

1.2 Declarations of Interest

Ben Higgott declared conflict of interest on Agenda Item 9 due to his partner applying for a Trustee position.

It was agreed that Ben Higgott remain as a voting member.

1.3 Register of Interests

This will be a standing item on the Agenda in Board of Trustee meetings.

PART A

2. Minutes of the Previous Meeting

The minutes of the previous meeting on the 17th February 2016 were approved as an accurate record.

3. Matters Arising

Noted:

- The HR Sub-Committee minutes were circulated to the Board of Trustees.
- Hayley Jayne Wilkinson and James Brooks met with Mary Stuart, Vice Chancellor, to discuss the Student Council Motion. The Director of Student Affairs is currently working in this area and a meeting with DVC Sue Rigby, the Director of Student Affairs and the Women's Officer will be arranged.
- The Strategy videos were circulated to the Board of Trustees.

4. Finance

Noted:

- These are the last set of Management Accounts compiled by Jonathan Kerry, Interim Group Controller.
- The Consolidated financial position is currently a £275,000 surplus which is £197,000 more than the budget.
- The Limited Company loan has been agreed in writing to be paid using the Profit Share agreement between the Union and UoL; this will be around £81,000 this year.
- James Brooks is confident that these accounts are accurate and that they are forecasted correctly.

5. Chief Executive Report

Noted:

- Improvement was requested for the toilets within the Engine Shed as they are old and are showing their age. This is to be raised with the Director of Estates.
- The Player Layer stock is currently being sold; these are being purchased by students and may be used in the future for Student Leaders.
- The Kit Tender for Sports teams is currently being investigated.
- It was suggested for SUMS to be set up as a separate trading company.

6. BUCS Team Report

Noted:

- Currently resources for BUCS are not being focussed in the right areas.
- The information gained from the BUCS team applications allows comparison of the team progression over the years.

7. Unconfirmed Minutes of Meetings

Agreed:

- Minutes from the HR and Finance Sub Committee meetings were approved as an accurate record.
- Minutes from the Election Sub Committee were approved with an amendment.

8. Student Council Motions

- Nothing to note.

9. Student Trustee Appointment

- The Trustee recruitment panel recommended the following Student Trustees to be appointed:
 - Erin Cook – Undergraduate Student Trustee
 - Hester Davies – Inter-professional Student Trustee
 - Beverley Purdy – Mature Student Trustee
 - Tom Mitchell will continue his second year as the Postgraduate Student Trustee.
- There were significant improvements on the number of applications this year with the new recruitment process.

Agreed:

- The recommended Student Trustees were agreed.
- The Board agreed for them to attend the next Board of Trustees meeting to observe.
- The Student Trustees will be ratified at Student Council.

10. Organisational and Sabbatical Officer KPI's

- Nothing to note.

11. Regulatory Alert for Trustees on Commercial Partnerships

Noted:

- There are no concerns that the Union do not comply with these regulations.

12. Compliance Documents

Noted:

- The document allows the Board of Trustees to be aware that they are fulfilling their legal duties.

13. Staff Survey

Noted:

- Hannah Coleman was commended for her work on the Staff Survey.
- NUS are holding workshops as part of the action plan to give further support.
- The Union scored higher than the market sector average.

- There is an NUS Award for the most improved Students' Union.

14. Internal Audit

Noted:

- The Internal Audit only has minor recommendations and indicated no issues.

15. Union Strategy 2016-2021

Noted:

- A colour version was tabled at the meeting.
- Once this has been printed in a booklet it will be sent out to key stakeholders including new staff at the Union and University.
- It was suggested to send a highlights version of the strategy to students in the Fresher's Welcome pack.

Agreed:

- Marketing will create a light version of the full document to be sent out in Fresher's Welcome Packs.
- The Strategy documents to be purchased in bulk for the next 5 years.
- The Board of Trustees approved the Strategy document.

16. Annual Membership Survey Results

Noted:

- The way the questions were worded in the survey is being altered for the next Survey.

17. Group Budgets

Noted:

- The Union have historically overachieved on the budget, and a £240 surplus is achievable whilst being challenging for the Commercial Services.
- An extra budget for unplanned Entertainments has been added of £15,000.
- Removing the NUS affiliation fee of £38,000 and all other training costs, and removing any income from NUS Extra card sales the Union would have £44,000 remaining.
- If the Union leave NUS the following breakdown would like to be used:
 - £30,000 for Sports and Societies Insurance costs allowing £0 joining fees.
 - £4,000 for Academic Campaigns
 - £5,000 for Course Rep Hoodies, making them free for Reps.
 - £3,000 for liberation groups
 - £2,000 added to the bottom line.
- NUS disaffiliation would not impact the Union negatively financially; the commercial services currently use NUSSL
- It has been estimated that The Swan would save approximately £20,000 by using alternative suppliers for specialist beers.
- Selling NUS Extra cards made the Union £12,500 last year.

Agreed:

- The group budgets were approved
- The money saved if the NUS referendum votes the leave NUS was approved in principle.

18. Proposed Structure

Noted:

Agreed:

- The new staffing structure was approved.

19. Revised Articles of Association

Noted:

- The Article approval will be held until the next Board of Trustees meeting.

20. Revised Byelaws

Noted:

- A document that shows clearly what changes are being made to the byelaws is being created.
- It is important for students to have input into these changes and so it needs to be accessible to students.
- It was suggested that Reps should be contacted to inform them of why the Byelaws are going to a referendum.
- It was suggested for a contacts page to be added to the document.

Agreed:

- The revised Byelaws will be taken to a referendum.
- A contents page will be added to the Byelaws.

21. Student Leader Written Reports

Noted:

- These reports were all taken as read.
- The Vice President Welfare and Community will determine if the Community Fun Day happens again next year.
- Employability has been worked into the strategic plan and the updated meeting structure will ensure this is being managed effectively.
- The EU Referendum document is going online after being checked by the solicitor. This will campaign to get students registered to vote for the referendum.
- There have been reports that the current coach provider is not supplying students with the best price; this is being investigated.
- The Union would like to create preferred suppliers that would be recommended to students.

22. Health and Safety

Noted:

- The Union now have access to the University reporting system and reports are can be printed.
- On the 13th June 2016 the Engine Shed Floor is being redone.

23. Any other Business

Noted:

- It was suggested to have a Trustee with a recent operation legal background for the expertise when looking over legal documentation.
- It was not advised to have any additional Trustees on the Board.
- It was suggested that a skill set review should be done when the External Trustees time on the Board is coming to an end.
- It was suggested that all external trustees be given the opportunity to step down, with no obligation for a trustee to do this.

25. Date of next meeting: 15th June 2016