



Students' Union Trustee Board

Minutes of the Meeting of the Trustee Board
Tuesday 2nd February 2016 – EE G020

Present:

Wesley Hudson (President - **Chair**) - WH
Lewis Arnold (VP Education) - LA
Hemaka Pathirana (VP Student Activities) - HP
Jill Wilson (External Trustee) - JW
Diane Noble (Student Trustee) - DN
Alice Gentle (Student Trustee) - AG
Matt Sargent (Student Trustee) - MS

In attendance:

Sophie Williams (SU Chief Executive) - SW
Rob Cox (SU Finance Manager) - RC
Samina Fiaz (SU Finance & HR Assistant, also Minuting Secretary) - SF
Helen Drew (Partner at Crowe Clark Whitehill) - HD

1. Attendance and Apologies

- 1.1** The Chair welcomed Trustees and Officers to the meeting. Apologies were noted for Natalie Hanson (External trustee) and Zac Pritchard (Student trustee).

2. Minutes of the last meeting

- 2.1** Minutes of the previous meeting were approved.

3. Matters arising

- 3.1** Discussions on the Risk Register are postponed to the March Trustee Board meeting.
- 3.2** Everyone has been sent a copy of the current Students' Union staffing structure.
- 3.3** Agenda items 5 and 6 are to be swapped, with item 6 to be discussed first.

4 a New student trustee

- 4.a.1** Matthew Sargent is formally appointed as the new Student Trustee.

4 b Declaration or Conflicts of Interest

- 4.b.1** Item 4b is discussed and a suggestion made whether there should be a separation of skills (which could be seen as a positive) and conflicts of interests. It was agreed for SW to revise and resend.

5 a Final Year End 2014/15 Management Accounts and Monthly Management Accounts

- 5.a.1** RC presented accounts up to December 2015 and updated the Board on key points.
- 5.a.2** Commercial in Confidence item.
- 5.a.3.** Commercial in Confidence item.
- 5.a.4.** SW confirmed that UW will take over a fully managed ATM service soon, when the Union's responsibility for the machines will cease.
- 5.a.5.** Commercial in Confidence item. It was agreed that the final accounts for 2014/15 would be finalised by CCW, aiming for approval at the meeting of the Board on 8th March, which CCW will attend.
- 5.a.6** RC reported on a number of changes in financial procedures at the SU. There was a much reduced amount of cash in the office now, with most suppliers and students paid by BACS for expenses etc. Counter signing procedures have been implemented for clubs and societies. Officer Trustees confirmed a lot of work had been done to bring about changes.

5 b Budget 2015/16

- 5.b.1** SW updated the board that the Union had received another block grant instalment from University, taking this year's funds to £200K. It was expected that the total funds the Union would receive this year would be in line with the block grant last year. SW and RC are to meet with the Director of Finance and PVC (Students) on 4th Feb about this and the 16/17 budget submission.

5 c Move to CLG

- 5.c.1** A short discussion ensued about the potential to move to a CLG, as deferred from the meeting in November. SW confirmed that RC would attend an NUS network finance meeting for in early March, where this was one of the key topics on the agenda. RC will update the board at the next TB meeting.

[HD and RC depart from the meeting]

6. Bye Law approval

- 6.1** The board voted on approval of the change to Bye Law 5, which had been passed by Student Council. All voted in favour. It was confirmed that this would now go to the University Board of Governors for ratification.

7. Governance Matters

7 a Student/External trustees

- 7.a.1.** WH confirmed that there is a position available for an External trustee. The Board had a discussion around what expertise they

would be looking for in a new Trustee and it was proposed a trustee with a finance background would be valuable to the board. It was also noted that NH's (External Trustee) position would become available in the summer if she decided not to fulfil a second term of office and so, in this instance, it may be wise to recruit for 2 trustees and for one to shadow NH in the interim. It was decided that applicants from any background would be encouraged to apply but preference would be for those with a finance background.

7.a.2. Commercial in Confidence.

7.a.3. A discussion was had over the recruitment of a new Student Trustee and whether preference should be given to first and second year students. AG and DN confirmed that they were third year students and would be leaving in the summer too. It was decided that WH would arrange the recruitment of trustees with a preference for one to start as soon as possible and two more in May (to shadow DN and AG beforehand).

7.b. Board sub-committees

7.b.1. WH confirmed that an Appointments Committee already existed, with WH, AG and JW as members. It was decided that a finance sub-committee would be set up initially with DN, JW (temporarily until a new external trustee was recruited), and WH as members, with Sw and RC in attendance. It was decided that a HR and Remuneration committee would be set up with members to include DN, HP, WH and LA. A discussion ensued as to what could be the remit of each committee and it was agreed to try and arrange the first meeting of these before the next Trustee Board meeting.

7 c Review of constitution

7.c.1 SW confirmed that the constitution was due for review in February 2016. The Trustee Board were encouraged to take an active part in this. Due to the significant period of change the SU is undergoing it is decided that the review will take place this time next year to ensure the Constitution was fit for purpose going forward.

8. Officer Reports

8.1 HP confirmed that quoracy at the AGM had been achieved but that had been difficult to encourage students to attend, although it hadn't required multiple attempts as in the previous year. A discussion ensued as to whether AGMs were still required under Charity Law. It was confirmed that we still need to hold an AGM according to our Constitution (although this now does not appear to be a requirement on all charities) and this could be one of the things considered when reviewing the Constitution.

8.2 HP explained the officers were keen to expand the Officer roles to include a Vice President Welfare and Community. Welfare was currently under the remit of the President but was of increasing

importance for a Widening Participation University like ours. The President also needed to be able to focus more on strategic development. The Board requested stated that more information was needed before a decision could be made, particularly as the budget for the forthcoming year had not yet been finalised. SW confirmed that the University had been initially supportive of creating a new role for welfare. It was requested that the officers submit a case with job descriptions in order that the Board could consider it fully.

9. Chief Executive Officer Report

[SF leaves the room]

9.1 Commercial in confidence item.

[SF re-enters the room]

9.2 SW updated that she and RC were attending the Students' Union Superannuation Scheme (pension) AGM on 26th Feb, where they would try and illicit more information. SW updated the Board on problems they had been experiencing accessing information around the AEGON Group Pension Scheme, which had taken significant time to address.

9.3 Commercial in confidence item

9.4 Commercial in confidence item

10 Executive Committee Minutes

10.1 LA confirmed that there were no minutes as the Executive Committee meeting will be held tomorrow, 3rd February.

11 Student Council Summary

11.1 LA reported that a number of new Reps had been welcomed at Council, which was very positive. Key discussions had been around Elections and Prevent. Student Council agreed to engage with the University on the latter in developing Codes of Practice around Freedom of Speech and External Speakers.

12 Board of Governors

12.1 LA and WH reported that they had met with the Chair of Board of Governors the previous day. A number of things were discussed, including the intended future travel of the Union and its spaces. The Officers were due to do a presentation at the next University Exec meeting on 17th Feb about their plans for the SU, which was very positive.

13 AOB

13.1 No other business was reported.

Meeting ended

Summary of Actions

Action	For	To be completed by
Revise the 'Declarations of interest' form.	SW	March 2015
Contact NH with regards to her position as External Trustee.	WH	asap
Commence the recruitment process for new trustees.	WH/SW/SF	Asap
Produce proposed job descriptions for a VP Welfare and Community	Officers	March 2015

Date of next meeting: Tuesday 8th March 2016, 6pm