



Minutes of the Trustee Board and Board of Directors

Wednesday 10th January 2018 from 10am

Present: Annie Severn (AS) (President of Wellbeing & Diversity), George Coombs (GC) (President), Joseph Lynch (JL) (Student Trustee), Lewis Bretts (LB) (External Trustee), Mike Wilkinson (MW) (External Trustee), Richard Quayle (RQ) (External Trustee), Stephanie Foxton (SF) (President of Education) and William Fade (WF) (Student Trustee).

In Attendance: Chris Bateman (CB) (CEO) and Prof Karen Stanton (KS) (YSJVC) (for Item 2 only)

1. Trustee Buddy Time and Papers Review

The Trustees were given time to review papers before the Board Meeting.

2. Presentation from the Vice Chancellor

The Trustee Board received a presentation from the York St John University Vice Chancellor, Professor Karen Stanton, regarding the future plans, size and shape of York St John University. This was followed by a discussion.

KS suggested that the Trustee Board could meet with the University Governing Body as this would be helpful for both organisations with future planning. KS also suggested that CB could invite Exec Board members to provide focussed updates to the Trustee Board in future.

ACTION: CB to investigate setting up joint meeting

KS left the meeting

The Trustees discussed support for Post Graduate students and SF updated on work already in place. The Board asked SF to consider why and how the University have appointed a Student Rep to the Research Sub Committee.

ACTION: SF to explore SU supporting student rep on Research Sub Committee

LB was keen for the SU to explore the Post Graduate and Online Student representation models and for the SU to ensure this is structured and led by the SU.

3. To receive apologies for absence

Amy Roberts (AR) (External Trustee)

4. Declarations of interest & review of Register of Interests - TB/1718/02/02

GC presented paper TB/1718/03/01 – Register of Interests.

There were no further declarations made.

5 & 6. Minutes from 2nd November 2017 and Matters Arising - TB/1718/03/02

The minutes from 2nd November 2017 were **approved**.

Item 8: Trustee & Director Appointment – CB confirmed this has been completed with both Companies House and Charity Commission; CB also confirmed the Charity Commission Annual Return for Year Ending July 2017 has been completed.

Item 9: Policy for capitalisation of fixed assets – CB confirmed the discussion around the Union's policy for capitalisation of fixed assets has been taken to, and is being considered by, the Finance Committee.

Item 10: Benchmark group – CB presented paper TB/1718/03/03. MW asked for the reasoning behind the recommendation to remain with the current two groups, and has an analysis been done of the salary data from each of the suggested alternative groupings.

CB explained the size group was derived following analysing the similarity in activities and structure of the other benchmark Students' Unions, and the geographic group existed to ensure there was not a bias in the data as a result of London salary data.

CB also confirmed that salary data had not been collected from all Unions in Guild HE, Cathedrals and Yorkshire University groupings as this would be a significant task to undertake. The Board **approved** the proposal to continue with the current benchmark grouping.

Item 12: Update on External Diagnostic proposals – CB presented paper TB/1718/03/04. There was a discussion held 'in camera' regarding the progress of the consultation. CB confirmed he still anticipated the proposals being introduced from 1st February 2018 and would update the Board as at 1st February.

ACTION: CB to update Board on 1st February 2018

Item 13: QSU recommendations report – CB presented paper TB/1718/03/05. MW suggested recommendation 4 regarding value for money could be included with the revised terms of reference for the Finance Committee.

ACTION: CB to include this in the review of the Finance Committee

MW also asked if targets and KPI's were set and monitored with respect to the Mystery Shopper activity detailed in recommendation 9. CB confirmed this was not currently in place but now the Quality Assurance mechanisms were active he would discuss KPI's and targets with the Operations & Events Manager who is leading on this project.

ACTION: CB to set up targets and KPI's for Quality Assurance mechanisms

7. To approve amends to the Schedule of Business – TB/1718/03/06

CB presented paper TB/1718/03/06. The Trustee **approved** the updated Schedule of Business. GC asked that in future any changes are set out in the cover paper.

8. To approve Complaints Policy – TB/1718/03/07

CB presented paper TB/1718/03/07. MW asked what arrangements the Union has for receiving/considering complaints made under the provisions of section 3(a) and/or 3(b) by persons/organisations falling outside of the categories identified in the 1st paragraph of section 1 of the policy.

CB explained that these would usually be handled by the Chief Executive and/or another of the Unions policies such as the Student Disciplinary Policy dependant on the nature of the complaint and complainant.

There was a discussion by the Board exploring a number of potential situations for complaints and a variety of potential complainants, and also other associated Union policies and procedures.

Following the discussion the Board **approved** the revised policy as presented with an amend to point 3.2 to change the procedure that if the complaint was about the President then the complainant should write to the Deputy Chair of the Trustee Board, and also to include wording such that a complaint can be submitted electronically.

ACTION: CB to update the policy accordingly and publish

The Board also agreed that further work should be conducted to ensure that the Complaints Policy satisfied the Unions statutory requirements in terms of the Education Act and Charity Law, and also that where possible the policy should refer to other relevant policies as appropriate to ensure that investigations are not being duplicated.

ACTION: CB and LB to consider further revisions to the policy

9. Strategic Plan and KPI Progress Report

CB presented an update on the Unions progress in delivering the 2020 plan. AS enquired about WellU memberships being included in the statistic of unique memberships. The Board requested that unique WellU memberships be included in the management dashboard going forward.

ACTION: CB update management dashboard accordingly

SF highlighted that the dashboards still referred to Course Reps and that this should be Academic Reps.

ACTION: CB to update dashboards accordingly

RQ suggested some immediate work on drilling down into the data for 3rd year students that have responded 'neither agree or disagree' to the question around the Students' Union effectively representing students academic interests as this would be helpful ahead of the NSS.

ACTION: CB to conduct further analysis

10. Horizon Scanning

CB gave a presentation on a number of Higher Education sector current and future topics including the Office for Students (OfS), Research Excellence Framework (REF), Teaching Excellence Framework (TEF), and most recently the Knowledge Exchange Framework (KEF) due for introduction in April 2018.

The Board also discussed the recent Government Cabinet reshuffle and particularly the change of Minister for Universities from Jo Johnson to Sam Gyimah.

RQ asked about the Unions relationship with the local York Inner MP and suggested the Presidents should capitalise on this relationship.

ACTION: GC to arrange meeting with York Inner MP

11. Trustee Board Skills and Performance Audit

CB presented the outcomes of a recent Trustee Board Skills Audit. The following observations and recommendations were made by CB:

- There are 'expert' Trustees in 15 of the 21 categories
- Collectively the strengths of the Board members are IT, Campaigning & Activism, Administration, Governance, and Coaching & Mentoring
- Trustee Buddy partnerships should remain the same going forward
- Whilst 'Legal & Statutory' has been identified as the weakest skill set of the Board, there is a practicing professional in this field
- Human resources, Change Management, Health & Safety, and Risk Management are the next weakest skill areas all with a 2.0 average, and there are no 'Experts' in these fields amongst Board members; this is not seen as a risk as these are operational fields, and there are operational staff members with expertise in these fields

12. Charity Governance Code

CB gave a presentation on the Charity Governance Code and distributed a handout to Board members. CB proposed to set up an online survey for Trustees to self-assess against the code. This was agreed by the Board and the results are to be discussed at the next meeting.

ACTION: CB to set up an online survey for self-assessment against the code

Items to Note (Items 13 to 21)

Items 13 to 21 and papers TB/1718/03/08 to TB/1718/03/16 were noted by the Board.

MW complimented the Presidents on the quality of the reports presented and work done.

LB asked if there was need for concern with the slight dip in trading versus budget, CB reassured the Board that whilst income was slightly behind budget costs were being managed accordingly.

MW asked about the drop off in attendance at the Annual Student meeting. There was a discussion regarding this and the Board **agreed** a target attendance measure and broader content in future to encourage attendance.

ACTION: CB to propose target attendance measure

MW asked about Senate rejecting the Lecture Capture motion, SF responded that the student proposer wanted live streaming rather than lecture capture and so a previous motion – the 'Resources, Resources, Resources' motion – would encapsulate this motion proposal.

22. Any Other Business

22a: Amend to Byelaw 9 – CB asked the Trustee Board to approve an amend to Byelaw 9 point 4.8.6 to clarify that a student can only stand for one role, Chair of School or Sabbatical Trustee. After a discussion the Board felt that the spirit and purpose of the point as currently written was that this was already the case. CB was asked to consider this further though in future reviews of Byelaws.

Meeting closed at 12.55 pm

Signed _____(Chair)

Date _____