



Minutes of the Trustee Board and Board of Directors Wednesday 3rd May 2017 from 5pm

Present: Amy Roberts (AR) (External Trustee), Richard Quayle (RQ) (External Trustee), Ellen Taylor (ET) (Student Trustee), Cameron Scarlett (Student Trustee), Laurie Illingworth (LI) (President), Izzy Tooke (IT) (VP Education), Katie Irving (KI) (VP Welfare and Diversity) and Lewis Bretts (External Trustee),

In Attendance: Mike Wilkinson (MW) (Incoming External Trustee), Joseph Lynch (Incoming Student Trustee), George Coombs (President Elect), Stephanie Foxton (President of Education Elect), Annie Severn (President of Wellbeing & Diversity Elect), Chris Bateman (CB) (CEO), and Louise Aiken (LA) (Membership Engagement Manager).

1. Trustee Buddy Time and Papers Review

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

2. Welcome and Introductions

LI welcomed the incoming Presidents and new members of the Board coming into post in July.

3. Apologies for absence

Simon Turner (External Trustee)

Absent without Apologies

None

4. Declarations of Interest & review of Register of Interests

CB presented paper TB/1617/04/01 – Register of Interests. Further declarations noted:

- CB current status as a Post Graduate student at York St John
- PM (Paul Murtough, Representation and Democracy Co-ordinator) current status as a Post Graduate student at York St John
- KI employed by Photo Company used for the Sports & Societies annual photographs on Wednesday 29th March 2017
- It was **agreed** that in future Sabbatical and Student Trustees will need to note any membership of a club or society to the register

CB finally advised that when the Board would be discussing the item for decision under item 20 on the agenda – Update from the HR & Remuneration Committee – that the incoming Sabbatical Trustees should be asked to leave the meeting as they could be deemed to have a conflict of interest.

There were no further declarations made.

5. Strategic Plan 2017 and Beyond

CB presented paper TB/1617/04/02 – Strategic Plan 2017 and Beyond, and asked for comments from the Board. The Board discussed the wording ‘don’t offend or isolate’ which some found negative and limiting ourselves. Comments were also noted on the wording of “staff/student body” and do we need to note this in the values. ‘Representative’, ‘inclusive’ and ‘engaging’ with students were all agreed as positive wording to be included. CB to circulate a re-wording following from the comments for further review and agreement.

GC commented that it would be appropriate to change the ‘Life After University’ theme title to ‘Your Future’ to be more inclusive to students continuing in further education. This was **agreed** by the Board.

RQ prompted a discussion on the meaning of the ‘Digital Footprint’ wording, and it was **agreed** to change this to ‘Digital Presence’.

CB asked the Board to discuss and propose KPI’s preferably one per theme and enabler. It was suggested to use the annual members survey and stakeholder survey as KPI metrics.

The proposed new strategic plan framework was unanimously **approved** by the Board with the aforementioned amends; CB is to progress with further detail ahead of the July meeting when the Board will be asked for final approval.

Action: CB

6. Director Terminations and Appointments

CB presented TB/1617/04/03 – Director Terminations and Appointments; this paper was approved by the Board and Laurie Illingworth, Katie Irving, Izzy Tooke, Ellen Taylor, Cameron Scarlett and Simon Turner are to be terminated as Company Directors as at 30th June 2017. Further to this George Coombs, Annie Severn, Stephanie Foxton, Joseph Lynch and Michael Wilkinson are to be appointed as Company Directors from 1st July 2017.

Action: CB

7. Trustee Terminations and Appointments

CB presented paper TB/1617/04/04 – Trustee Terminations and Appointments; this paper was approved by the Board and Laurie Illingworth, Katie Irving, Izzy Tooke, Ellen Taylor, Cameron Scarlett and Simon Turner are to be terminated as Trustees as at 30th June 2017. Further to this George Coombs, Annie Severn, Stephanie Foxton, Joseph Lynch and Michael Wilkinson are to be appointed as Trustees from 1st July 2017.

Action: CB

8. Approval of the Bank Mandate

CB presented paper TB/1617/04/05 – Approval of Bank Mandate; this paper was approved by the Board and Laurie Illingworth, Katie Irving, and Izzy Tooke are to be removed from the Bank Mandate as at 30th June 2017. Further to this George Coombs, Annie Severn and Stephanie Foxton are to be added to the Bank Mandate from 1st July 2017.

Action: CB

9. Appointment of Deputy Chair

LI presented paper TB/1617/04/06 – Appointment of Deputy Chair. RQ and AR put themselves forward for this role. Both RQ and AR were invited to outline why they felt they would be best placed to fulfil this role.

RQ and AR left the room.

The remaining Board members held an election. RQ received four votes and AR received two votes. RQ was elected as Deputy Chair from July 2017 for a period of one year.

RQ and AR returned to the room and LI informed them of the outcome of the election.

AR noted she will still be happy to continue to provide support to the Union and Chief Executive where needed. The Board and CB thanked AR for her contributions as Deputy Chair.

10. Approval of the 2017/18 Budget

CB presented paper TB/1617/04/07 – 2017/18 Budget. LB raised the issues of the small numbers in the Sports & Activities budget and the £15k red income figure in Central Services. CB noted the £15k was due to the phasing of the funding from the University for graduate interns.

CB confirmed that the University would be funding the £6k pension deficit increase.

This 2017/18 Budget was **approved** by the Board.

11. Strategic Plan and KPI progress Report

CB presented paper TB/1617/04/08 – Strategic Plan KPI Progress Report. It was raised as a concern by LB the reduced percentage on 'being a member'. Some discussion took place on what the term member implied. LB also noted a significant dip in 'Do you know your Rep' compared to last year when the same question was asked. MW noted it was worrying that only 6 out of 10 students are aware of who their Course Rep is, and what could we do to make it clearer to the membership. CB to incorporate all comments into the new strategic plan.

Action:CB

CB would look at the demographics of the respondents from this year and last year and also to gather some benchmark data around other Unions' performance related to questions around students knowing they are members of the Students' Union.

Action:CB

12. To receive the minutes of 5th January 2017

LI presented paper TB/1617/04/09 - Minutes from 5th January 2017. The minutes were **approved** by the Board.

13. Any matters arising

Item 4: Revisions to Byelaw 3 - CB updated that he had reviewed as requested and found reference to 'Vice Presidents' in Byelaw 6 – Committees & Collectives, but advised that this will be discussed further in the agenda of the meeting.

Item 11: Trustee Board skills and Performance Audit - CB confirmed this had been circulated following the January meeting as requested.

Item 12: Review the schedule of Business – CB confirmed that this had been updated to include Officer reports on their manifestos at the July meeting.

14. Update on University activity from the President

LI presented to the Board headlines from the University which included recruitment being 14% ahead on last year, and the investment into more lecturers for the new courses. LI noted the on-going issue with the lack of clarity on funding from the University to cover replacement sports kit which is due for replacement in the summer.

15. Review of the Risk Register

CB presented paper TB/1617/04/10 – Review of the Risk Register. RQ raised queries and proposed amend to the following points:

Page 9: Item 3 – Failure to meet Health & Safety requirements – MW enquired the mitigation of health and safety risks, CB briefed the Board on terms of reference of the SU Health & Safety Sub-committee and the Annual Statement of Legal Compliance. No further action was requested.

Page 9: Item 4 – Poor succession planning – Include reference to annual skills audit process.

Page 10: Item 1 – Risk of legal action – A discussion took place regarding the level of advice given by the VP Education; IT confirmed that she liaises with Student Case Work Advisor so the risk is minimal. CB noted that a review on the process was currently taking place led by LA. LB commented the impact was significant to reputation and YJSU should limit the scope of advice given, and amend the impact and likelihood to this risk to significant and possible.

Page 13: Item 2 – Unable to support Converge – CB noted this Senate motion had now lapsed so would this entry could be removed from the Risk Register.

Page 16: Item 4 – Relocation of SU activities – RQ proposed that as the relocation had been completed that this entry could be removed.

Action: CB

16. Review of the Delegation of Authority

CB presented paper TB/1617/04/11 – Review of the Delegation of Authority. The Delegation of Authority was reviewed by the Board and no amendments proposed.

This paper was **noted** by the Board.

17. Review of Sub-Committee Terms of Reference

CB presented paper TB/1617/04/12 – Review of Sub-Committee Terms of Reference. CB highlighted that there was reference to ‘Vice Presidents’ within some of the Sub-Committees. The Board **approved** to change references from ‘Vice Presidents’ to ‘Presidents.’

Action: CB

MW suggested that the word ‘severely’ within the first line of point 1.7 should actually read ‘severally’. This amend was agreed by the Board.

Action: CB

MW enquired if under point 2.2 it was the responsibility of the Finance Committee to receive and recommend approval of the annual audited accounts. CB explained that current practice was that the annual audited accounts are presented to the full Trustee Board for approval. No further amends were proposed.

This paper was **noted** by the Board.

18. Review of Meeting Schedule

CB presented paper TB/1617/04/13 – Review of the Meeting Schedule. AS highlighted that the next meeting on 20th July clashed with the Sabbatical Officers attending the NUS Lead & Change Event and so moving the date would be advisable. CB to create and circulate a Doodle poll for proposed 2017/18 Board meetings.

Action: CB

This paper was **noted** by the Board.

19. Sabbatical Officer Campaign & Activity Reports

This paper was **noted** by the Board.

20. Update from HR & Remuneration Committee

CB presented paper TB/1617/04/15 – Update from HR & Remuneration Committee. LI asked the three incoming Sabbatical Trustees to leave the meeting.

GC, SF, and AS left the meeting.

The Board discussed the paper and it was agreed to retain clause 12 within the Sabbatical Officer contracts.

GC, SF, and AS returned to the meeting.

This remaining content of the paper was **noted** by the Board.

21. Update from Finance Committee

This paper was **noted** by the Board.

22. Update from Health & Safety Committee

This paper was **noted** by the Board.

23. Update from Elections Committee

This paper was **noted** by the Board.

24. Updates from Appointments Committee

This paper was **noted** by the Board.

25. Any Other Business

25.1 Summer Carnival – LB asked why the event had been cancelled – CB informed the Board that not enough tickets had been purchased to make the event viable.

25.2 Buddy scheme – LB asked if this was to continue. CB advised this would be added to the July meeting to assign new buddies.

Action: CB

Meeting closed at 7.25 pm

Signed _____ (Chair)

Date _____