



## MINUTES OF A MEETING OF THE BOARD OF TRUSTEES & JOINT FINANCE COMMITTEE

5pm Thursday 5<sup>th</sup> January 2017

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

**In Attendance:** Chris Bateman (CB) (CEO), Kitt Duff (Clerk to the Board), David Green (DG) (Finance Manager).

### 1. Trustee Buddy Time and Papers Review

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

### 2. Apologies for absence

Lewis Bretts (External Trustee), Simon Turner (External Trustee)

### Absent without Apologies

None

### 3. Declarations of Interest & review of Register of Interests

CB presented paper TB/1617/03/01 – Register of Interests. There were no further declarations made.

### 4. To approve Revisions to Byelaw 3

CB presented paper TB/1617/03/02 – Revisions to Byelaw 3 including proposed Role Descriptions for future President roles which were updated following the passing of Senate Motion S47.

This paper, then amends to Byelaw 3, and the Presidential Role Descriptions were **agreed** by the Board.

CB was asked to review other governing documents to ensure this change of role title did not cause any confusion to the current wording within them.

**Action: CB**

### 5. To approve Revisions to Byelaw 6

CB presented TB/1617/03/03 – Revisions to Byelaw 6. RQ questioned the proposed point 8.2.1 of Byelaw 6 and how the President will select two students. CB explained that there will be a blog inviting applications from students, and then suggested that all three Sabbatical Trustees should then be empowered to approve the two students to sit on the Committee. This was **agreed** by the Board.

This paper and the amends to Byelaw 6 were **agreed** by the Board.

## 6. To approve Revisions to Complaints Policy

CB presented paper TB/1617/03/04 – Revisions to Complaints Policy. RQ discussed practice of informality as the first step in complaints and suggested this be considered when updating the policy. CB was asked to review and update the policy when capacity permitted and then circulate electronically to the Board for approval.

## 7. Strategic Plan and KPI Progress Report

CB presented paper TB/1617/03/05 – Strategic Plan KPI Progress Report. The Board discussed this report and how it would be used in the Strategic Planning Discussion Meeting on Friday 6<sup>th</sup> January 2017 to aid in considering priorities for the future strategic plan.

## 8. To receive minutes of 27<sup>th</sup> October 2016

Minutes from 27<sup>th</sup> October 2017 were **approved and signed**.

## 9. To consider any matters arising from those minutes

**Item 5: Year End Accounts** - DG gave an overview on the Unions financial accounts and position. AR questioned if there had been an increase in footfall. CB confirmed footfall was approximately 40% higher in the new building compared to the old building.

**Item 10.1: Memorandum of Understanding** – LI confirmed that the Boards stance had been relayed to the University Governing Body in his paper to the Governing Body in November 2016.

**Item 10.2: Supporting Clearing Students** – The Sabbaticals confirmed this had been discussed at a recent meeting with the Vice Chancellor.

**Item 10.3: Buddy System** – CB confirmed this was now up and running and Trustees were meeting and support each other outside of meetings.

**Item 21: Strategic Planning Cycle** - CB gave an overview of the timeline for the development of the future strategic plan of the Students' Union.

**Item 23: SUMS Development** – CB confirmed a Privacy Impact Assessment would be taking place in the near future and that he was currently considering the impact of the introduction of the new General Data Protection Regulation.

**Item 24: Charity Commission updates** – CB confirmed Charity Commission and Companies House records would be updated on Friday 13<sup>th</sup> January 2017.

## 10. Update on University Activity

LI presented data regarding the increase in applications to the University of 12% compared to last academic year. The Board noted successful changes especially in relation to advertisement of the University.

IT update the Board on the SU's contribution to the University Teaching Excellence Framework (TEF) submission. The final submission will be made by the end of January.

KI updated the Board on the Trans Gender Policy being developed by the University.

## 11. Trustee Board Skills and Performance Audit

CB thanked Trustees for quick response in relation to Skills audit. Trustees discussed the results presented by CB. CB to compile and circulate brief report on the Skills Audit.

**Action: CB**

**12. To Review the Schedule of Business**

CB presented paper TB/1617/03/07 – Review of Schedule of Business. The Board **agreed** that at July meeting new Sabbatical Trustees will be asked to provide a paper on their manifesto and objectives for the year ahead. CB to update the Schedule of Business accordingly.

**Action: CB and Sabbatical Trustees**

**13. To note the Report from Senate**

LI presented paper TB/1617/03/08 – Senate Report. This paper and the recent motions passed were **noted** by the Board.

**14. Sabbatical Officer Campaign & Activity Reports**

The Sabbatical Trustees presented paper TB/1617/03/09 – Sabbatical Activity Reports. This paper was **noted** by the Board.

**15. Update from HR & Remuneration Committee**

CB presented paper TB/1617/03/10 – Update from HR & Remuneration Committee. This paper was **noted** by the Board.

**16. Update from Finance Committee**

DG presented TB/1617/03/11 – Update from Finance Committee. This paper was **noted** by the Board.

**17. Update from Health & Safety Committee**

CB presented paper TB/1617/03/12 – Update from Health & Safety Committee. This paper was **noted** by the Board.

**18. Update from Elections Committee**

CB presented paper TB/1617/03/13 – Election Schedule Report. This paper was **noted** by the Board.

**19. Updates from Appointments Committee**

CB presented paper TB/1617/03/14 – Update from Appointments Committee. CB explained that committee didn't meet quorum due to absent students. This paper was **noted** by the Board.

**20. Trading Performance Update (DG)**

DG presented TB/1617/03/15 – Update for Trading Performance. This paper was **noted** by the Board.

**21. To note AGM report**

LI presented TB/16/17/03/16 – Annual Members Meeting Overview. This paper was **noted** by the Board.

**Meeting closed at 7.20pm**

Signed \_\_\_\_\_ (Chair)

Date \_\_\_\_\_