



MINUTES OF A MEETING OF THE BOARD OF TRUSTEES Friday 19th January at 1 p.m. at YSJ London Campus

Present: Olivia Bowers (OB) (President of Wellbeing and Diversity); George Coombs (GC) (President of the Students' Union), William Fade (WF) (Student Trustee); Pippa Martin (PM) (Student Trustee), Richard Quayle (RQ) (External Trustee), and Stephanie Foxton (SF) (President of Education); Mike Wilkinson (MW1) (External Trustee)

In Attendance: Louise Aiken (LA) (Student Voice Manager); Dan Grayson (DG) (Administrative Graduate Intern); Matt Walton (MW2) (Student Opportunities Manager)

1. Trustee Buddy Time and Papers Review

The Trustees were given time to review papers before the Board Meeting.
GC welcomed all to the meeting.

2. To receive apologies for absence

Lewis Bretts (LB) (External Trustee); Amy Roberts (AR) (External Trustee); Donna Smith (DS) (Incoming CEO)

Absent without Apologies.

None

3. Declarations of interest & review of Register of Interests - TB/1819/03/01

GC presented paper TB/1819/03/01 – Register of Interests. GC asked all Trustees to complete an updated register of interest's form which captures any interests of spouses and children.

Action: DG to update Register for all Staff

Action: DS to approve draft Register, and submit to People and Culture Committee

4&5. Minutes from 9th November 2018 and Matters Arising - TB/1819/03/02

The name "Jane Marshel" should be corrected to "Jane Marshall".

The minutes of the previous meeting held on 09th November 2018 were **approved**.

Item 5: CB to update the Register of Interests

DS needs to be added to the Register. SF is referred to as GC in one section.

Item 7(24): CB to update Safeguarding Policy

The new Safeguarding Policy is agenda item 6.

Item 11: DG (F&R Manager) to update the bank mandate

No update had been given by the Finance & Resources manager.

Item 12: GC to arrange for use of London campus

This meeting was held at the London campus.

Item 16: CB to ask Admin GI to support the articles review group

The Admin GI will support the group. The group's members confirmed their own participation in the group.

Item 18

MW1 enquired after progress of the Elections Committee regarding apprentice students. SF has set up a call with NUSA.



Item 25b: GC to circulate updates on stability of NUS

GC received a communication from the NUS on 07 December, which was passed on to students at the All Student Meeting. The NUS is seeking to change its core purpose to “do less, but better”; to decentralise certain areas and activities which can be picked up instead by individual Unions. They are also seeking to simplify their democratic structures and change their financial and governance models. MW1 commented that clear direction will need to be given to the NUS Delegate ahead of the 2019 Conference.

Action: GC to circulate any further updates about the NUS to the Board

Item 25e: CB to add items to future meetings

An update from the Executive Council and Scrutiny Panel have been included in this and future meetings.

Any Other Business: To appoint a Company Secretary

GC informed the Board that CB will retain some of the legal statuses within the organisation until Donna Smith begins on 28 January. The Board was required to appoint a new Company Secretary following CB's departure.

The Board unanimously confirmed DS (in absentia) as Company Secretary.

Action: GC to ask CB to update Companies House with the new Secretary

6. To approve Safeguarding Policy – TB/1819/03/03

GC presented paper TB/1819/03/03. The Trustee Board was asked to approve the Safeguarding Policy drafted by the Chief Executive. This has been amended and update following being discussed at the July 2018 Board meeting as follows:

- 1) Sabbatical and Part-Time Officers (elected officers) and Trustees are now referenced within the policy
- 2) Informing the Charity Commission of any serious incidents is now referenced within the policy

Appendices. A suggestion received from DS suggested adding appendices with examples of how this policy would be implemented, and how the policy would apply to community work.

Amends. MW1 commented that changes to the policy should include in the penultimate paragraph on page 4 advice on representation for Elected and Sabbatical Officers. RQ commented that the last paragraph on page 4 implied that an offending individual could remain in post during a police investigation/court proceeding, and that it may not be appropriate for this to happen. RQ suggested adding wording to allow for the suspension of staff during such an occurrence.

The draft policy was **approved** subject to changes.

Action: DS to amend Safeguarding Policy

7. Big Fat Survey Results Summary – TB/1819/03/04

GC presented paper TB/1819/03/04. The Trustee Board was asked to discuss the headline results from the Big Fat Survey of 2018.

Results. There have been approx. 650 responses to the survey. The survey remains open until the end of January so that the survey can be promoted, hoping to meet the target of 1000 responses. The Board were given a brief overview of the current data. A full breakdown and report will be circulated later. The Board identified issues with wording of certain questions which may need to be investigated ahead of the 2019 survey.

Action: DS to present the full results of the survey



8. Strategic Plan and KPI Progress Report – TB/1819/03/05

GC presented paper TB/1819/03/05. The Trustee Board was asked to note and discuss the Strategic Plan KPI Progress Report and Dashboards.

Format. The Board noted that in several areas the targets set were NA. DS asked in advance how these targets would be measured. These targets have no benchmark. SF enquired as to the traffic-light system regarding Zones (amber). This should be corrected to solid green. The Board noted that the KPI classification system and format may need to be reviewed for clarity.

Departmental Reviews. Going forward, managers will be asked to present departmental KPI progress to the Board.

Action: DS to review KPI Tracker format in entirety
Action: DS to bring departmental KPIs for managers presenting to Board

9. Strategic Plan Theme Presentation - Your Voice & Your Studies

LA gave a presentation to the Board on the work and progress of the Student Voice team.

10. Future Projects and Priorities – TB/1819/03/06

GC presented paper TB/1819/03/06. The Trustee Board was asked to discuss the contents of the report to consider if these projects should be continued.

AMS. OB suggested that AMS should not be a high priority as it is being developed for the University, not the Union.

11. Trustee Board Skills and Performance Audit – TB/1819/03/07

GC presented paper TB/1819/03/07. The Trustee Board was asked to discuss this brief report.

Membership. It was noted that PM does not appear on the paper. MW1 reminded the Board that it was previously agreed that the CEO would join the Appointments Committee.

Action: DS to review the appointment of Student Trustees to ensure a balance of skills

12. NUS Good Governance Code Self-Assessment – TB/1819/03/09

GC presented paper TB/1819/03/09. The Trustee Board was asked to complete the NUS Good Governance Code online self-assessment.

Results. Formal analogy of the self-assessment will be undertaken by the incoming Chief Executive for full discussion at the April 2019 Board meeting.

Issues. MW1 reported some technical issues with the survey. MW1 also noted that it may not be able to draw significant data due to the restrictive answers; it would have been helpful to be able to add certain comments. This should be raised with DS. RQ suggested that this survey become an annual process.

Action: DG to investigate and resolve survey technical issues

Action: DS to present full results and analogy

Action: DS to make the survey an annual process

13. Trading Performance Update – TB/1819/03/09

GC presented paper TB/1819/03/19. The Trustee Board was asked to note this report.

F&R Presentation. The Board suggested that this update should in future be a presentation from the Finance & Resources manager.

Action: GC to follow up with the F&R manager



14. Draft Budget for 2019/20 – TB/1819/03/10

GC presented paper TB/1819/03/10. The Trustee Board is asked to discuss the headline initial draft budget for 2019/20.

Staffing. Staffing levels remaining as current but with the removal of the two Graduate Intern roles currently in Student Opportunities and Central Services. MW1 noted that the role of the Admin GI is very useful to the Board, and it would not be helpful to lose that role.

Operations & Business Development. Income levels and costs remaining static within Operations & BD areas except in external events where an increase in income has been modelled and, in the Bar, where a 5% reduction has been modelling due to anticipated reduced first year student intake

Student Opportunities & Voice. Income and expenditure levels remaining static in Student Opportunities and a £5k increase in costs in Student Voice

Pension and Levy. Increased pension and pension levy costs in Central Services which is reflected in a £9k increase in total University subvention

Items to Note (items 15-24)

GC presented papers TB/1819/03/11 – 20. The Board was asked to note these reports.

Executive Council & Scrutiny Panel. DG (in his capacity as Chair of Executive Council) gave an additional verbal report on TB/1819/03/17-8.

Fire incident. MW1 asked for information concerning item 4(9) of TB/1819/03/14. The fire incident concerning the Coca-cola machine has been resolved, including a review of the fire sensors.

Climbing Wall. MW1 enquired after the climbing wall issue raised in item 17 of that paper. It was reported to have been resolved.

Any Other Business

Committee Meetings (25). GC asked Committee chairs to liaise with departmental managers to set dates for subcommittee meetings for January/February. GC asked that DG be copied in to sub-committee correspondence.

Action: GC, SF, OB to set dates for meetings

Action: GC, SF, OB to copy DG into sub-committee correspondence.

Meeting closed at 2.55pm

Signed _____ (Committee Chair)

Date _____