



Minutes of the Trustee Board and Board of Directors

Monday 17th July 2017 from 5pm

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

In Attendance: Chris Bateman (CB) (CEO) and Vidhya Gupta (VG) (HR & Admin Coordinator)

1. Trustee Buddy Time and Papers Review

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

2. Welcome and Introductions

RQ welcomed the new Presidents and members of the Board.

3. To receive apologies for absence

None

4. Declarations of interest & review of Register of Interests - TB/1718/01/01

RQ presented paper TB/1718/01/01 – Register of Interests. Further declarations noted:

- MW is a member of Finance, Audit & Risk Management Committee (Equality Challenge Unit)
- MW is a member of Advisory Group on Quality Students' Unions (NUS)
- MW is a West Yorkshire Fire & Rescue Authority (Independent Person) and the value of any material benefit involved is £500 retainer
- MW is on the Justice of the Peace (Magistrate) Supplementary List
- It was also noted that CB has stepped down as the Independent Member on the City of York Council Audit and Governance Committee

There were no further declarations made.

5. Strategic Plan 2017 and Beyond - TB/1718/01/02

CB presented paper TB/1718/01/02 – Strategic Plan 2017 and beyond, the board was asked to approve the headlines of the new Students' Union Strategic Plan including key dashboard indicators and the management dashboard.

There was a discussion around the four leading themes and associated key indicators and five enabling themes and key indicators. The key dashboard indicators and the management dashboard were **approved** by the board with the following amendments:

- YOUR STUDENT LIFE – Approved.
- YOUR VIEWS – Approved with the proposed Course Rep Training indicator moved to the management dashboard and replaced with an annual members survey question statement: “The Students’ Union has positively impacted on my student experience”.
- YOUR STUDIES – Approved.
- YOUR FUTURE – Approved with the proposed DHLE statistic indicator moved to the management dashboard and replaced with an annual members survey question statement: “I feel positive about life after Graduation”.
- OUR PEOPLE – Approved with the amendment of reducing the EES expectation score from 94% to 90%.
- OUR PARTNERSHIPS & COLLABORATIONS – Approved the key indicator to encompass both University and External Stakeholder feedback.
- OUR COMMUNICATIONS & DIGITAL PRESENCE – Approved with the addition of a Digital Indicator Dashboard held at management level.
- OUR FINANCE & RESOURCES – Approved.
- OUR GOVERNANCE – Approved.

CB was asked to update the key indicator dashboard and circulate to the Board for final approval ahead of the plan being publically released.

Action: CB

6. Updated Reserve Policy - TB/1718/01/03

CB presented Paper TB/1718/01/03 – Updated Reserves Policy. The updated policy was **approved** by the Board.

7. SUSS Pension Update - TB/1718/01/04

CB presented Paper TB/1718/01/04 – SUSS pension update. The Board was asked for a decision as to whether the lump sum payment for the next three year of £102,567 should be made, resulting in a total cash saving of £3,897, or if the Students’ Union should continue to pay the deficit via monthly direct debit.

The Trustee board **agreed** that the lump sum payment should not be paid. CB was asked to approach the University Exec Director of Finance to enquire if the University wished to pay the lump sum and then adjust the SU subvention accordingly.

Action: CB

8. Review of Byelaws - TB/1718/01/05

CB presented Paper TB/1718/01/05 – Revisions to Byelaws. The Trustee Board was asked to approve the proposed amends to Byelaws 2, 4 and 5 and to review Byelaws 1, 3, and 6 through 12 found on the documents page of the Students’ Union website.

The Trustee Board **approved** the proposed amends to Byelaws 2, 4 and 5 amending the three Liberation Representatives within Byelaw 4 to six specific liberation groups (Mature, International, BAME, LGBTQ+, Post Graduate, and Disabled) and adding two Sports & Societies Representatives; all of the aforementioned to be elected by cross campus ballot in keeping with Byelaw 9.

The Trustee Board formally reviewed Byelaws 1, 3, and 6 through 12 and made no amendments.

9. Election of Trustees for Sub-Committees - TB/1718/01/06

RQ presented the Paper TB/1718/01/06 – Election of Trustees for Sub-Committees.

LB was **unanimously elected** as the External Trustee to sit on the HR & Remuneration Committee.

MW was **unanimously elected** as the External Trustee to sit on the Finance Committee.

JL was **unanimously elected** as the Student Trustee for both Finance and HR & Remuneration committee until another Student Trustee is appointed.

James Brooks, Chief Executive at Lincoln University Students' Union, was **approved** as the Returning Officer for the elections required during the 2017/18 academic year, and CB as the Deputy Returning Officer, in line with Byelaw 9.

CB was asked to invite James Brooks to a future board meeting so the Trustee Board could meet him.

Action: CB

10. Approval of External Auditors - (TB/1718/01/07)

CB presented the paper (TB/1718/01/07) – Approval of External Auditors. The Trustee Board was asked to continue to approve of the appointment of BHP Chartered Accountants of 86 Micklegate, York, YO1 6LQ as the External Auditors for York St John Students' Union.

The above was **approved** by the Trustee Board and CB was asked to prepare an audit provider tender for approval by the Finance Committee.

Action: CB

11. Meeting Schedule for 2017/18 - TB/1718/01/08

CB presented the paper (TB/1718/01/08) – Meeting Schedule for 2017/18.

It was **agreed** by the Board that future meetings would be:

- On the morning of Wednesday the 10th January 2018 preceded by an overnight stay and discussion evening; and,
- Wednesday the 11th April 2018 commencing at 5pm.

12. Horizon Scanning - Presentation

CB presented to the Board on the Teaching Excellence Framework, and its potential outcomes and its impact on recruitment. There was discussion by the board on the anticipated record numbers of September arrivals.

13 & 14 - To receive the minutes of 3rd May 2017 (referring to paper TB/1718/01/09) and consider any matters arising (Agenda 13 & 14)

The minutes from 3rd May 2017 were **approved** and signed by the Deputy Chair.

Item5: Strategic Plan 2017 and Beyond – CB updated that this had been discussed under agenda Item 5.

Item 6: Director Terminations & Appointments – CB confirmed the necessary terminations and appointments had taken place and been approved by Companies House.

Item 7: Trustee Terminations & Appointments – CB confirmed the necessary terminations and appointments had taken place and been approved by the Charity Commission.

Item 8: Approval of Bank Mandate – CB confirmed that the Finance Manager was in the process of updating this with HSBC.

Item 11: Strategic Plan KPI Progress – CB presented benchmark data regarding other Unions performance in relation to questions around ‘being a member’.

Item 15: Review of Risk Register – CB confirmed the approved amends had been made to the Risk Register.

Item 17: Review of Sub-Committee Terms of Reference – CB confirmed the approved amends has been made to Byelaw 6.

Item 18: Review of Meeting Schedule – CB confirmed the July meeting had been moved as agreed.

Item 25.2: Buddy Scheme – CB confirmed this would be discussed under agenda Item 18.

15. Strategic Plan KPI Progress Report - TB/1718/01/10

CB presented the paper TB/1718/01/10 – Strategic Plan KPI Progress Report. The Board was asked to note the Strategic Plan KPI Progress Report and Dashboards which is the final reporting for the current strategic plan.

As the National Student Survey results were not available at the time of the meeting CB was asked to update the Board with the results of survey and recirculate the Strategic Plan KPI Progress Report once updated to include these metrics.

Action: CB

16. Update on University activity from the President – Presentation

GC updated on recent activities of the University and gave an overview of recent Governing Body meeting and concluded that the Governing Body was positive around the work the SU have done since the last meeting.

AS, JL, LB and VG left the meeting at 8pm. CB took over as Clerk.

17. University Student Engagement Strategy - TB/1718/01/11

CB presented the paper TB/1718/01/11 – University Student Engagement Strategy. The paper was discussed by the Board and the link between this strategy and the new Students’ Union strategy was noted.

18. Trustee Board Skills Audit and Buddy Assignment - TB/1718/01/12

CB presented the paper TB/1718/01/12 – Trustee Board Skills Audit and Buddy Assignment. The Board was asked to confirm the recommendations made for buddies for the 2017/18 year.

The recommendations were **approved** by the Board.

19. Review of Constitution and Articles - TB/1718/01/13

CB presented the paper TB/1718/01/13 – Review of Constitution and Articles. The Trustee Board was assured that the Constitution and Articles are in line with current best practice set by NUS

20. Review of Memorandum of Understanding - TB/1718/01/14

CB presented the paper TB/1718/01/14 – Review of Memorandum of Understanding. It was **noted** that a detailed review of this document was undertaken in October 2016 receiving approval from the Trustee Board in October 2016 and the University Governing Body in January 2017.

21. Review Schedule of Business - TB/1718/01/15

CB presented the paper TB/1718/01/15 – Review Schedule of Business. This paper was **noted** by the Board. No further amendments were made.

22. Quality Students' Union Report - TB/1718/01/16

CB presented the paper TB/1718/01/16 – Quality Students' Union Report. The Board discussed the contents and recommendations contained in the report. The Board asked CB to prepare an action plan on how and when the recommendations would be acted upon.

Action: CB

23. Chief Executive Annual Appraisal Report - TB/1718/01/17

CB presented the paper TB/1718/01/17 – Chief Executive Annual Appraisal Report. The Trustee Board **noted** the report.

24. External Diagnostic Review - TB/1718/01/18

CB presented the paper TB/1718/01/18 - External Diagnostic Review. An additional updated paper was circulated by CB after having met with an external consultant who will be undertaking the external diagnostic review. This was **noted** by the Board.

25. Sabbatical Officer Campaign & Activity Priorities

GC and SF presented their priorities for the year ahead. The Board asked that they circulate these electronically.

Action: GC, SF and AS

26. Update from Senate - TB/1718/01/19

GC presented the paper TB/1718/01/19 – Update from Senate. This paper was **noted** by the Trustee Board.

27. Annual Report on External Speakers - TB/1718/01/20

CB presented the paper TB/1718/01/20 – Annual Report on External Speakers. This paper was **noted** by the Trustee Board. SF raised a concern that she believed that the Language & Linguistics Society had external speakers but it was not reflected in the report provided. CB is to investigate this.

Action: CB

28. Annual Report on Legal Compliance - TB/1718/01/21

CB presented the paper TB/1718/01/21 – Annual Report on Legal Compliance. The paper was **noted** by the Board. CB is to update the Board with progress to GDPR compliance and the next meeting.

Action: CB

MW asked for an update on the modern slavery act statement and CB confirmed that now the University had approved a statement on Modern Slavery and Human Trafficking, this would be referenced within the Students' Union Corporate Social Responsibility Policy.

29. Any Other Business

No matters.

Meeting closed at 8.35 pm

Signed _____(Chair)

Date _____