



Minutes of the Trustee Board and Board of Directors

Friday 9th November 2018 from 1pm

Present: George Coombs (GC) (President of the Students' Union), Lewis Bretts (LB) (External Trustee), Mike Wilkinson (MW) (External Trustee), Pippa Martin (PM) (Student Trustee), Richard Quayle (RQ) (External Trustee), and Stephanie Foxton (SF) (President of Education).

In Attendance: Chris Bateman (CB) (CEO); Dan Grayson (Administrative Graduate Intern); David Green (DG) (F&R Manager); Jane Marshal (JM) (Senior External Auditor)

1. Trustee Buddy Time and Papers Review

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

2. Verification of Trustee Identification by Auditors - TB/1819/02/01

GC welcomed all to the meeting.

3. Welcome and Introductions

GC welcomed all to the meeting.

4. To receive apologies for absence

Amy Roberts (External Trustee)
Olivia Bowers (President of Wellbeing and Diversity)

5. Declarations of interest & review of Register of Interests - TB/1819/02/02

CB presented paper TB/1819/02/02 – Register of Interests. CB asked all Trustees to complete an updated register of interest's form which captures any interests of spouses and children.

6&7. Minutes from 17th July 2018 and Matters Arising - TB/1819/02/03

The minutes from 17th July 2018 were **approved**.

Updates were given on the matters arising from the meeting on 17th July 2018.

Item 6: CB to invite University Governors to meet Trustees

Item 8: CB to seek opinion from Wrigleys LLP regarding Byelaw 2

Item 11: GC to seek feedback regarding Zone name change

Item 19: CB to make minor amends to Delegation of Authority

Item 20: CB to propose an alternative Returning Officer

Item 23: CB to amend and publish Complaints Procedure

Item 24: CB to update Safeguarding Policy

Item 26: Presidents to circulate their 2018/19 priorities

Item 29: CB to set up Articles Review Working Group

Agenda Item 16

Item 43a: CB to invite CEO of NUS to visit the Union

8. Approval of the 2017/18 Year End Statutory Accounts - TB/1819/02/04

The Trustee Board was asked to approve the Year End Accounts.

9. Approval of the Audit Findings Report and Letter of Representation - TB/1819/02/05

The Trustees were asked to note the content of the Audit Findings and approve the attached Letter of Representation which was signed at the Board meeting.

10. Approval of the 2019/20 Sabbatical Officer Salary - TB/1819/02/06

Previously the Trustee Board agreed that the Sabbatical Officer salary would be set each year based on an agreed benchmarking set. The relevant data had been collated for the benchmark set and a salary for the 2019/20 Sabbatical Officer salary was been recommended.

10. Approval of the 2019/20 Sabbatical Officer Salary - TB/1819/02/06

Previously the Trustee Board agreed that the Sabbatical Officer salary would be set each year based on an agreed benchmarking set. The relevant data had been collated for the benchmark set and a salary for the 2019/20 Sabbatical Officer salary was been recommended.

The Sabbatical Trustees should be asked to leave the meeting whilst this item is discussed if the Board deem them to have a conflict of interest in the matter.

11. Approval of updates to the Bank Mandate - TB/1819/02/07

The directors were asked to confirm the removal of Chris Bateman as a signatory on the bank accounts of York St John Students' Union Ltd.

The directors were also asked to confirm the addition of the new Chief Executive, whose appointment will have been made by date of the meeting, as a signatory on the bank accounts of York St John Students' Union Ltd.

The directors were asked to note that George Coombs, Stephanie Foxton, Olivia Bowers, Louise Aiken and David Green will remain as signatories on the bank accounts of York St John Students' Union Ltd.

12. Update on the University activity from the Presidents

Update from the President of Wellbeing and Diversity:

- University Brand - The university is currently undergoing a re-branding, which will be launched in January. The university claimed to have spoken to students about this rebrand and have launched it in the Quarterly earlier in the month. I have approached the marketing team at the university about this re-brand and the lack of consultation with students. From the meeting I have set up two focus groups, one for part time officers and another for academic reps and sports and societies, at the focus groups students will be presented with the new brand and the background behind it.

- Recruitment for learning and Teaching
- Onboarding project (Joint with Steph)
- Accommodation- Lord mayors walk will be knocked down in the summer, new accommodation will be built behind morrison's and potentially at the brickworks.

Update from the President of the Students' Union:

Update from the President of Education:

- I2i Academy
- Creative Centre Update
- London Campus Update
- Governing Body make-up
- Branding Updates

13. Strategic Plan and KPI Progress - TB/1819/02/08

The Trustee Board was asked to note and discuss the Strategic Plan KPI Progress Report and Dashboards.

14. Strategic Plan Presentation – Our F&R and Governance - TB/1819/02/08

The Trustee Board received a report from DG.

15. Quality Students' Union Recommendations Report - TB/1819/02/09

The Trustee Board received an update on implementation and progress against the recommendations for improvement outlined in the Quality Students' Union Report in May 2017.

16. Quality Students' Union Recommendations Report - TB/1819/02/10

The Trustee Board is asked to review and discuss the attached proposal for the review of the Articles of Association of the Students' Union and consider the recommendations set out in the proposal report.

17. Quality Students' Union Recommendations Report - TB/1819/02/10

The Trustees are asked to discuss the proposed agenda for the next meeting on Wednesday 9th January 2019 and make any amends. This has been prepared as it will drive the work plan of the interim Chief Executive during November and December 2018.