



MINUTES OF A MEETING OF THE BOARD OF TRUSTEES & Joint Finance Committee Meeting

9.30am Tuesday 27th October 2015

Present: Liz Francis (External Trustee and Deputy Chair), Phill Gray (External Trustee), Victoria Hossack (External Trustee), Simon Turner (External Trustee), Ellen Taylor (Student Trustee), Luke Hale (Student Trustee), Lucinda Izzard (Sabbatical Trustee), Nathaniel Abakah-Phillips (Sabbatical Trustee), Gabby Wilson (Sabbatical Trustee),

In Attendance: Chris Bateman (CEO), Louise Aiken (Membership Engagement Manager), Janet Vowles (Finance & Resources Manager), Szczepan Swiatkowski (acting Clerk to the Board) Nicola Colton (University Director of Finance), Jane Marshall (BHP), David Griffin (BHP).

1. Welcome and Introductions

2. Apologies for absence

None

Absent without Apologies

None

4. Pre Audit briefing to the Trustees from BHP

A separate agenda from BHP was used for this section of the meeting. JM and DG had a pre-audit meeting with the Trustees to provide guidance leading up to the 2014/15 year-end audit and discussed specific issues including giving advice on FRS102 legislation and the pension deficit.

JM and DG left the meeting following the briefing.

3. Declarations of Interest & Review of the Register of Interests

CB presented paper TB/1516/02/01 – Register of Interests which was reviewed and **agreed** and no further declarations added.

5. To approve 2014/2015 Year End Management Accounts

JV presented paper TB/1516/02/03 – 2014/15 Year End Management Accounts. The July 2015 reports show year end surplus of £20,512. JV explained that this total is not final and will be amended once the P11D liability has been established so would reduce slightly but still remain positive to budget.

JV mentioned that certain Central Services and Marketing Design Agency Costs need to be recharged properly and accordingly. These adjustments would not alter the bottom line total.

LF questioned P11D and tax liabilities in relation to railway cards; P11D liability will be calculated and submitted to HMRC and tax liabilities will be paid off.

It was explained to the Board that this is a first draft and final accounts will be prepared and passed to external auditors for their audit visit in December.

CB thanked NC and her team for their support during JV's absence, and thanked JV for his efforts in preparing these draft accounts.

The draft 2014/15 Management Accounts were approved by the Board.

6. Finance Committee Matters Report

JV presented paper TB/1516/02/04 – Finance Committee Matters Report.

The Minutes from 25/03/2015 were approved by the Board.

To consider any matters arising from those minutes:

Item 6, 7, 12, and 14.2 – were noted by the Board.

Re-phasing of 2015/2016 Sports & Activities Budget – ST questioned expenses on the staff resources. The re-phasing was approved by the Board as shown in version 22 of the 2015/2016 Budget.

Implications of FRS17 and FRS102 on Balance Sheet – JV and CB needed guidance on SUSS pension deficit, this item was discussed with BHP in the pre audit meeting on 27th October 2015, and it was agreed that pension deficit should be shown in 2016.

Contributing Cash Reserves towards the Students' Union Relocation – this item was discussed by the Board; ST asked that he would like to see the year end accounts from BHP before making a decision; LF questioned cooling system for bar cellar. The Board asked for further reports and a decision can be made electronically.

Action: CB

No more questions were asked.

NC left the meeting at 11.35 am.

7. To elect Student Trustees to Election Committee

NAP presented paper TB/1516/02/05 – Election of Trustees to Election Committees.

ET nominated herself for Election Committee and was unanimously elected.

The Board approved CB and LA will act as Deputy Returning Officers.

8. Sabbatical Officer Salary Review Process

Sabbatical Officers left the meeting at 11.40am, LF took up the role of Chair of the meeting.

LF asked CB to present paper TB/1516/0/06 – Sabbatical Salary Review Process. This item was discussed by the Board and it was agreed that:

1. From 1st July 2016 the Students' Union will remove the clothing allowance of £75.00
2. Sabbatical Officer pay will increase to £17,336 from 1st July 2016 which is calculated from the combined average in the sector
3. Future increases will be linked to data provided by the CEO and increments of no more than 5% per year which will be paid if agreed by the Board.

Sabbatical Officers re-entered the meeting at 12.00pm.

9. To receive the minutes of 30th July 2015

The minutes from 30th July 2015 were **approved** with no further amendments by the Board and signed by NAP.

10. To consider any matters arising from those minutes

Item 7: Trustee Training for Sub-Committees – Further training will continue to be provided.

Item 11.5: Meeting dates – LA confirmed dates agreed.

Item 11.6: Good Governance Action Plan – LA gave a verbal update on Good Governance Report; NUS training opportunities for Student Trustees.

Item 11.21.1: Lettings Agency – CB suggested that this project should be postponed. This was **agreed**.

Item 11.21.4: Sabbatical Officer Pay – covered in Item 8

Item 11.11 Trustee Board Skills Audit – The Board to introduce a coaching process whereby the external trustees act as coaches to the rest of the Board. This is to be take to the HR & Remuneration Committee.

Item 12: Update on University Activity – The new Vice Chancellor is attending lunch.

Item 14: Review Memorandum of Understanding – no comments were made by the Board. CB to review with the University in due course.

11. To discuss the Update on University Activity

NAP gave a verbal update on University activity, which included the shortfall in the recruitment target, new recruitment strategy, question time for Sabbatical Officers and Vice Chancellor and SU building.

At 12:30pm the meeting broke for lunch and introduction to the new Vice Chancellor.

ET left the meeting at 1.00 pm

JV left the meeting at 1:30 pm

12. To discuss Trustee Board Effectiveness proposal

CB presented paper TB/1516/02/12 – Trustee Board Effectiveness Proposal. LF mentioned NUS training in relation to Trustee Board Effectiveness; the Board asked for sample Report from proposed assessor.

The Board discussed that the idea of observer is very good and NUS would be more appropriate to look at to provide this. ST also mentioned that CB conducting an assessment of another Students' Union could be a possible area for personal development for CB and also the Board, plus this may mean another Students' Union CEO observing the Board in return. CB to explore this.

Action: CB

It was concluded that a Trustee Board Effectiveness programme should be budgeted for in the next financial year, and an internal effectiveness review should be conducted at the January 2016 Board meeting to begin an effectiveness review process.

Action: CB & LA

13. To review the Risk Register

CB presented paper TB/1516/02/08 – Updated Risk Register v14, overall significant risks are being managed well and the Trustee Board decided to close from summary at the start of the register the following risks:

- Reputational damage by Societies associated to external speakers
- Relocation of the Students' Union activities from the current building
- University taking responsibility for the delivery of student sports

It is felt that control measures and/or actions are now in place such that these risks are no longer classified as 'red' and so can be managed within the main register.

LF mentioned that YSJSU should budget for temporary cover staff in relation to Succession Plan development.

Action: CB & HR&R Committee

14. To review the Business Continuity Plan

CB presented paper TB/1516/02/09 – To review Business Continuity Plan. This was discussed by the Board and agreed that Students' Union should adopt the University Major Incident Plan template and that the key contact should be the President and CEO, or suitable alternative. The Board asked CB to relay this back to the University and progress with adopting the University Major Incident Plan(s).

Action: CB

15. To review two year Financial Forecast

CB presented paper TB/1516/02/10 – Two Year Financial Forecast; further update and a potential two year financial forecast will be prepared for the January 2016 meeting.

Action: CB

16. To receive the Strategic Plan KPI Progress Report

CB presented paper TB/1516/02/11 – Strategic Plan KPI Progress Report.

VH questioned Green Impact Award Status and was assured that new Students' Union building will comply with University Green Report. ST added that certain areas of KPI may need changing and updating.

VH left the meeting at 2.00pm

In relation to Professional Development and Employability, YSJSU need to gather case studies to show the potential for career progression as this indicator was currently shown as red.

Action: CB

17. Update on Students' Union Relocation

CB gave update on Students' Union relocation.

18. To note the Update from the HR & Remuneration

CB presented paper TB/1516/02/13 – Update from HR & Remuneration Committee.

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

LH questioned achieving IIP Gold KPI; this will be discuss further at HR&R Committee.

19. To note the President Activity Report

NAP presented paper TB/1516/02/14 – President Activity Report.

This paper was noted by the Board.

20. To note the VP Education Activity Report

GW presented paper TB/1516/02/15 –VP Education Activity Report.

This paper was noted by the Board.

21. To note the VP Welfare & Diversity Activity Report

LI presented paper TB/1516/02/16 –VP Welfare & Diversity Activity Report.

This paper was noted by the Board.

22. Any Other Business and Board Reflection Time

22.1 Prevent Legislation – CB made the Board aware of new government legislation PREVENT, which he is working with the University on. The new legislation sets out the Universities obligation to protect vulnerable students from extremist influences. This will be presented to Senate on 3rd November 2015 to discuss by the University Head of Student & Staff Services.

Meeting closed at 3pm

Signed _____ (Chair)

Date _____