



Newman Students' Union

## **NEWMAN STUDENTS' UNION**

### **EXTRAORDINARY TRUSTEE BOARD MEETING**

The sixth meeting of the Trustee Board was held on:

Wednesday 18<sup>th</sup> April in H5 at 15:35

### **Minutes**

#### **6.1 WELCOME**

The Committee were welcomed.

In attendance:

NSU President – Josh Clare - Chairing

External Trustee (from NUC Management) – Tony Sharma

NSU Executive Member – Sarah Addly

Student Trustee – Matthew Drinkhall

Student Trustee – Fay Richards

In attendance:

NSU Development Manger – Rob Balding – minuting

#### **6.2 APOLOGIES OR ABSENCE**

External Trustee – Elizabeth Dearn – work commitments – apologies accepted

#### **6.3 MINUTES OF THE LAST MEETING**

The minutes of ETB05 were agreed as accurate.

#### **6.4 MATTERS ARISING FROM THE LAST MEETING**

It was stated that JC had met with Sarah Kelly to explain the situation. She had asked where the decision had come from and if it was from an individual. JC had explained it was the Trustee Boards decision after the Executive had forwarded it on. SK had not realised that she was deemed to have resigned, however has continued to work as requested.

Agreed as accurate at TB07



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## **6.5 MATTERS ARISING NOT ON THE MINUTES**

N/A

## **6.6 ITEMS FOR REPORT**

Following the information provided via Email (being student Complaints Disciplinary Policy from NSU Constitution and the NSU Staff Disciplinary Procedure the Board discussed what to do. It was clarified that the main difference between the two procedures is that the panels make up is different, and that the Staffing Procedure would allow for an Appeals Panel to be called much more easily than the Student Version due to Sabbatical Officers being required in the Student Procedure.

The Trustees clarified the situation as the Executive Committee believing that the Vice-President Had resigned and the Trustees have been asked to clarify the situation and take appropriate action. It was stated in the Previous meeting that this would be done via a formal procedure to ensure the decision reached was just and fair and to give it legitimacy, however was noted that the situation doesn't necessarily fit 'cleanly' into either of the Procedures due to it not being a disciplinary offense.

The Board agreed that taking into ACAS guidelines that provision should be made for an Appeal Process should it be asked for.

The Board were also made aware that the NSU Constitution had a contradiction, being that it states both that two consecutive meetings, or two individual meetings could count towards a resignation. It was confirmed that SK had missed both two meetings and two consecutive meetings in this instance.

JC stated that he had heard that SK may have taken this situation as being brought about personally by him and felt that it would be inappropriate for him to be on a Disciplinary panel. Another Trustee also stated that had heard this.

It was suggested that it would be best to draw on experience and ask one of the external Trustees to Chair the Panel. It was also stated that the Chair of Trustees would usually be reserved to sit on an appeal panel.

Agreed as accurate at TB07



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It was agreed that the Staffing Procedure would be followed and that the panel would be made up of:

- Elizabeth Dearn as Chair (Tony Sharma if ED is unavailable in the near future to ensure a timely conclusion is reached from this point)
- Sarah Addly as the Executive Trustee
- Fay Richards as the Student Trustee
- RB would minute if possible

After discussion it was agreed that the Panel would follow the procedure and come to an agreement on what has happened and to take appropriate action. The Trustees agreed to allow the panel discretion to reach a suitable conclusion and not restrict them to a 'Black and White' situation of either accepting or refusing the potential resignation.

JC is to contact ED ASAP to inform her of decision and to ask her to make arrangements for the panel to meet, or to ensure that the role is passed to TS. Upon minutes of the meeting being available to also contact SK to update her on the situation and what action will now be taken.

Meeting closes 16.00