



Newman Students' Union

## **NEWMAN STUDENTS' UNION**

### **BOARD OF TRUSTEES**

The eighth meeting of the Board of Trustees was held on:

11 September 2012 in the Committee Room at 13.15

### **Minutes**

#### **8.1 WELCOME AND DECLARATION OF INTERESTS**

The Committee were welcomed.

In attendance:

NSU President – Nathanael Murdoch - Chairing

External Trustee (from NUC Management) – Tony Sharma

NSU Executive Member – Zoe Miles

In attendance:

NSU Development Manager – Rob Balding

#### **8.2 APOLOGIES OR ABSENCE**

External Trustee – Elizabeth Dearn – work commitment.

The President Explained that as the new Academic Year had begun, Fay Richards (Student Trustee 11/12) is no longer a trustee. Their term of office ended at the beginning of the Semester.

#### **8.3 MINUTES OF THE LAST MEETING**

Minutes of meeting 07 were approved as accurate. It was questioned if the accounts were up to date as previously asked. The Board stated they were pleased with this and grateful to Sue for achieving this. RB confirmed that SAGE was up to date including today, the Accountant is preparing the final accounts and will then be transferring these to the new SORP accounts. It is expected in future that only SORP accounts will be produced by the accountant, but NSU will discuss what can be produced internally to provide some sort of management accounts to compare against budget monitoring.



#### **8.4 MATTERS ARISING FROM THE MINUTES (*TO CONSIDER MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING*)**

##### **8.4.1 - (7.4.1) NM - COPYRIGHT INFORMATION FLYER AND HEALTH AND SAFETY GUIDE FOR STUDENTS; AND DRIVING ON BUSINESS (STUDENTS) RB – to discuss at TB08**

The copyright/health and safety flyers are being produced, first draft of H&S flyer available. Trustees suggested minor improvements.

Driving on Business – RB explained that some progress had been made, however was still awaiting a response from Birmingham Voluntary Council who may be able to clarify the situation regarding students driving. Either way a policy will be put together for H&S Committee in time for the start of activities to clarify the situation for students.

The Trustees discussed the roles of boards and what should go where, stating that Trustees should have oversight, Exec. deal with day to day activities and the DM/President with Executive deal with the operational aspects of the organisation.

##### **8.4.2 – Website Ratification**

As this was not clearly done in the last meeting, the Board ratified the Website decision previously made via email..

#### **8.5 MATTERS ARISING NOT ON THE MINUTES (*TO CONSIDER MATTERS ARISING NOT ON THE MINUTES OF THE LAST MEETING*)**

##### **8.5.1 – Committee Positions**

The President explained that whilst starting to organise the remainder of NSU Committees it's been noticed that a Nominated trustee is required to sit on Health and Safety and Appointments Committee. The Board nominated ZM to sit on Appointments Committee and NM to sit on H&S Committee. This is to be reviewed at the next meeting when it is expected to have additional Student Trustees who may wish to take these roles.

##### **Items to Receive**



Newman Students' Union

8.6

### **8.6.1 PRESIDENT'S REPORT (DOCUMENT TB-08-02)**

The Board accepted the report and stated that they are pleased with the website.

### **8.6.2 UNION CHAIR'S REPORT (NOT RECEIVED)**

Report not received as Chair has not yet been elected.

### **8.6.3 DEVELOPMENT MANAGER'S REPORT (DOCUMENT TB-08-03)**

The Board briefly discussed the NSS score, stating the score was good being the national average and mission group average. There is no explanation as to why the ISS score is lower, however the Executive have 6 months to work to improve the satisfaction of this year group in time for the next NSS.

The President queried the last line of the Finance section as he felt this wasn't how he'd understood it to be. This was discussed. It was questioned how NSU can invest its reserves effectively, can extra cash benefit be given to students or should the level of reserves be kept (almost 50% turnover). Would it be better spent on other things? TS confirmed that:

- NUC had requested NSU to provide a balanced budget which had been done, working to a Block Grant of £93,500.
- Following this a proposal had been made to overspend by just over £5000, and NUC are satisfied and will approve this.
- A Block Grant of £93,500 will be given by NUC.
- TS (NUC Director of Finance) will confirm the above in writing to NM.
- NM to research other future spending and make a proposal in future to Trustees regarding how remaining reserves should be spent or if the amount held should be amended. It is envisioned that this will take at least 6 months to ensure a good level of research can be completed.

The Trustee Board agreed that budget adjustments in line with proposal to work to a deficit could be made by Finance Committee.

### **8.6.4 MANAGEMENT ACCOUNTS FOR THE 3<sup>RD</sup> QUATER 2011/12 (Document TB-08-06 )**



Newman Students' Union

The Accounts were received. No concerns were raised however it was stated that the way in which society grants are given will be changed to make accounting simpler with the new system.

### **8.6.5 FINANCE BYE-LAW (DOCUMENT TB-08-07)**

The President re-presented the draft bye-law highlighting the main change is defining a major contract as being over the value of £1,000. The whole bye-law will now be reviewed to ensure everything to be included is, and then presented to the Union General Meeting in October to be accepted.

### **Items for Report**

8.7

#### **8.7.1 HOLIDAY AND TIME IN LIEU POLICY (Document TB-08-08)**

The President presented the policy. The Board amended point:

- 1.6 to be 1.5 and state 'leave should be in keeping with the needs of the organisation', and the draft point 1.5 to be added after this as an example.
- 2.4 final line to read '...taken within the following two months...'
- 2.6.2 to be altered to match 2.4
- Add 2.7 – Sabbatical Officers cannot claim T.O.I.L.

The Policy was then Passed.

#### **8.7.2 Annual Return**

Following a discussion, the Board agreed that NM/RB should prepare the draft annual return to be approved by the Board of Trustees before being submitted. A 'formal' version to be submitted in line with Charity Commission requirements and a 'colourful/visual' version be produced for students. A template should be created for this that can easily be updated in future years rather than start from scratch. Draft to be produced for next meeting. In future this could be a good opportunity for the outgoing and Incoming Presidents to work together as part of their handover period.



Newman Students' Union

## **8.8 ANY OTHER BUSINESS**

The President stated that at the UGM the constitution amendments would include increasing the number of external trustees and Student Trustees by one each. After a short discussion about the process the amendments take, the Board agreed that they would support this.