

NEWMAN STUDENTS' UNION

BOARD OF TRUSTEES

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

29 April 2014 in the Hub Committee Room at 15.30

Minutes

13.1 Welcome and Declaration of Interests

The Committee were welcomed.

In attendance:

Executive Trustee/ Chair – Rebecca Crowther

Student Trustee –Rebakah Banks

Student Trustee- Shahzad Khokhar

In attendance:

NSU Development Manager – Rob Balding

SU Services and Administrative Assistant – Carole Dugmore – Minute Taker

13.2 Apologies or Absence

The Committee were informed by the Development Manager that they were not quorate and were asked if they were happy to proceed. The Development Manager also requested a volunteer to Chair the meeting. Rebecca Crowther agreed to act as Chair.

Apologies were accepted from James King and Tony Sharma.

Apologies were not accepted from Jordan Berry and the Committee agreed that the Apologies and Absence Policy needs to be reviewed with priority given to the exceptional circumstances clause.

13.3 Minutes of the last meeting (to receive minutes from the last meeting held on 1 November 2013 Document TB13-01)

Minutes were received.

13.4 Matters arising from the minutes (To consider matters arising from the minutes of the last meeting)

13.4.1. Review Action Table

Action table was reviewed and changes were made accordingly.

13.4.2 Spending update on 'Academic Fund' (Document TB13-02)

Report from Jessica Jamieson was received and accepted.

13.5 Matters arising not on the minutes (To consider matters arising not on the minutes of the last meeting)

13.5.1 Vacant positions

The Development Manager informed the Committee of a proposal from Leah Hughes (President Elect) to appoint Executive Committee member vacancies through a voting procedure that involved just the Executive Committee and Student Council.

This proposal was vetoed by the Committee and the Development Manager and the Committee agreed that Bye-Elections should take place as soon as possible and be carried out as outlined in the Constitution. **One more vote is required for this to be accepted.**

13.5.2 Computershare Voucher Scheme

The Development Manager explained this scheme. Contributions made by the employee to this scheme entitled them to childcare vouchers. The cost being 6.5% i.e. £20 per month = £240 per year. RB asked for the Committees acceptance to implemente this scheme. Approval was granted by those present. **One more vote is required for this to be carried and accepted.**

13.5.3 ISOC donation

The Development Manager expressed concern regarding the authorisation of this donation. He carried out background checks and financial checks on the organisation and these was not favourable and recommended that the Committee ask ISOC to donate to another charity that is promoting a similar cause. The Committee agreed that this should be carried out. **To be carried by one more vote.**

13.5.4 Vice-President Resignation

The Development Manager stated that he had received a request from the Vice President to resign his position. He informed the Committee that this request would need to go to the Executive Committee for their approval first. The Committee agreed this was the correct procedure.

13.5.5 Additional discussion

SK asked the Committee if the Union had a political standpoint regarding Israeli occupation. The Development Manager responded by stating that the Union did not and that SK could raise awareness of this subject at Student Forum.

Items to Receive

13.6. President Report (Document TB13-03 -04)

At this point the Vice President joined the meeting and was asked to discuss his year as Vice President. The Vice President stated that his year had been difficult due to the absence of the President and certain tasks and attendance at meetings had not been carried out due to lack of communication. It was suggested by the Committee that the Vice President create a report to handover to the next Vice President for that person to be made aware of events and happenings. The Committee agreed to discuss the process of handover and report back to the Vice President. The Chair stated that performance overall had not been good and that he should have focused on covering the absence of the President, and improving his timekeeping. The Vice-President was asked by the Trustees if he would send them an e-mail with the handover information that he would be forwarding to his successor. The Vice President then left the meeting.

The Development Manager stated that the Vice President's report was not consistent with the work covered. The Chair asked the Committee to vote on the motion that a warning notice be issued to the Vice President with regard to his poor time-keeping. This notice would also set an example to other Executive members that bad time-keeping would not be tolerated. Members of the Trustee Board were informed that The Vice President's record over the past 18 months regarding timekeeping was not acceptable and that Tony Sharma had been informed and the Vice President also had been informed of this fact. All members of Trustee Board who were present voted in favour of the motion. **To be carried by one more vote** The Chair and RB (Rebekah Banks) agreed to contact Human Resources within Newman University as to the procedure regarding the correct procedure when issuing a warning notice to a staff member. **Action Required:**
RC/RB

13.8 Union Chair Report (Document TB13-05 –not received)

The Development Manager stated that that he had sent a reminder to the Union Chair regarding this report and it has still not been received.

13.9 Development Manager Report (Document TB13-06)

This report was received.

13.10 Policies passed at student meetings

13.10.1 Internal Policy – Ticket Sales Procedure (Document TB13-07)

The Committee discussed this policy and agreed with the proviso that the word "till" be removed from the first paragraph of the document and agreed that the Finance Committee would make the decision regarding "the value of the ticket". **To be carried by one more vote from the Committee.**

Agenda Items

13.11 Budget Monitoring and Finance Committee minutes (Documents FC13-03 to Document FC13-05 and TB13-08)

No questions were asked. The minutes of the Finance Committee and the Budget Monitoring documents were accepted. **To be carried by one more vote**

13.12 Issues regarding Sabbatical Officer (requested by Executive Committee member) (Document TB13-09)

The above report was received and discussed at length by the Committee. A decision was made by the Committee to consult HR with regard to issuing a warning letter to the President on the grounds of his lack of professionalism towards the University, the Students' Union and to his position of President. **To be carried by one more vote** **Action: RB/RC**

13.13 Sabbatical Officer Contracts (Documents TB13-10 and TB13-11)

Alterations and additions were made to the above documents and were approved by the Trustees present. **To be carried by one more vote** The protocol regarding Sections 12 and 14 needs to be formalised during the next academic year.

13.14 Sickness and Absence Policy (Documents TB13-12 and TB13-13)

It was agreed to discuss this at the next Trustees meeting.

13.15 Strategic Plan Review (Draft plan content so far for approval) (Document TB13-14)

Approval of the above draft plan was given by those in attendance. **To be carried by one more vote**

13.16 Re-Branding (Document TB13-15)

RB asked Trustees for the approval of the proposed Re-Branding of the Students' Union. The concept of Re-Branding and a starting figure of £7,000 was approved by those Trustees present. An email request will be sent to Trustees who were not present to approve the Re-Branding. **To be carried by one more vote**

13.17 2014-15 Budget Approval (Document TB13-16)

The Budget was approved by those Trustees who were present. **One more vote is required for item to be carried.**

13.18 Outpost Report (Document TB13-17)

The idea of the Outpost was approved by those Trustees who were present subject to further quotations being obtained combined with rebranding of the Students' Union. **To be carried by one more vote**

13.19 Meeting dates for rest of year

13.19.1 Shortlisting Trustee Applications: 14.00 Fri. 9th May

13.19.2 Trustee Board – meeting not fixed.

13.20 Any Other Business (for urgent items arising too late to add to the Agenda)

None.

Meeting ended at 19.30 hours.

On going tasks removed from previous table Action Plan – Board of Trustees Meeting 29/4/14

Date	Action to be Taken	Deadline	No. of Meetings pending	Person Responsible	No. of Meetings Overdue	Action Taken
04/03/13	NSU Administrator to have their first annual appraisal	Next Meeting		RB/LD		LD resigned RB absent Appraisal system to be reviewed
04/03/13	Strategy for engaging and informing less engaged groups	Next Meeting	1	KD RC to help	1	Strategy still not developed. To be included in Strategic Plan
21/05/13	Hold Staff and Sab. Fortnightly meetings. Hold separate fortnightly meetings for Sabs and Staff	Next Meeting		RB		Meetings now happening average one per month.
21/05/13	Send constitutional changed to BoG	Next Meeting		JB		Unknown JB to follow up
21/05/13	Oversee completion of Newman Sport	Next Meeting		RB		Progressing Sept. 2014
21/05/13	Attendance issues discussion with relevant trustees	Next Meeting		JB		Being Monitored
1/11/13	Organise Away Day to review survey	Next Meeting		RB		Completed
29/4/14	Contact HR regarding procedure when issuing warning notices (JB and KD)	Next Meeting		RC/RB		