



Newman Students' Union

NEWMAN STUDENTS' UNION

TRUSTEE BOARD MEETING

The Second meeting of the Trustee Board was held on:

01 November 2011 in the Board Room at 15:10

Minutes

2.1 WELCOME

The Committee were welcomed.

In attendance:

NSU Executive Member – Sarah Addly

NSU President – Josh Clare

External Trustee – Elizabeth Dearn

Student Trustee – Matthew Drinkhall

Student Trustee – Fay Richards

External Trustee (from NUC Management) – Tony Sharma

In attendance:

NSU Development Manger – Rob Balding – (also minuting)

JC was elected to Chair the meeting. The Possibility to rotate the chairperson in future was discussed.

ED was appointed as Vice-Chair for the meeting.

2.2 APOLOGIES OR ABSENCE

None

2.3 MINUTES OF THE LAST MEETING

It was explained that this is the Second meeting due to an Extraordinary meeting being called at short notice due to the UGM on 13/10/11 not being quorate and the Executive not being available at the constituted time for the suspended meeting and so available Trustees were asked to select an alternative date.

The minutes were accepted as being accurate.



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2.4 MATTERS ARISING FROM THE LAST MEETING

None.

2.5 MATTERS ARISING NOT ON THE MINUTES

The meeting briefly discussed the structure of NSU and responsibilities of the Trustee Board. The main section regarding Trustees was read to the meeting from the main body of NSUs Constitution.

In particular it was highlighted that the Trustee Board is responsible for the long term strategic direction of NSU and ensuring that relevant procedures and practises are in place to safeguard the organisation and it's assets.

It was requested for a 'training'/Q&A session to be organised ahead of the next meeting to look at the structure of NSU and to answer any questions.

Action Required – RB/JC

RB and JC also offered the members the opportunity to shadow them on a typical day in the office at a suitable time for anyone wanting to see what happens on a day to day basis.

ITEMS TO RECIEVE

2.6 Discussion

It was discussed what items the board would like to receive to ensure that they have an overview of what NSU is doing, whilst not having papers from all main meetings to read through.

It was agreed that at future meetings the Board should receive:

- A report from the President regarding general Union activities and to highlight any areas of success/concern.
- A Report from the Union Chair to give an overview of student opinion and an independent view of the Executive Committees Activities.
- An Update from the Finance Committee, to include management accounts where possible for the period.

JC is to inform relevant person/Committees of this request.

Action Required: JC



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2.7 ITEMS FOR REPORT

2.7.1 Health and safety Policy – Four Documents: TB-02-01

SA explained that NSU currently only has parts of a Health and Safety Policy in place and so has researched and developed a new full policy and associated documents. This has mainly been completed in conjunction with Newman University Colleges (NUC) Health and safety Officer, and Wolverhampton Students Union for additional information.

Costs associated are minimal, any main costs being for additional training as required, however this should be kept to a minimum by working closely with NUC.

Business Risks should be lessened to the Organisation by having improved working conditions whilst also clarifying roles and responsibilities towards Health and Safety.

Impact Implications are the improved running and higher safety standards for the Organisation.

It was clarified that this policy applies to both Staff and members of NSU.

It was stated that the Trustees are legally accountable for the conduct and actions of members with regards to health and safety. Although the board is not responsible for the day to day implementation, they are responsible for ensuring that Health and Safety in general is understood and relevant procedures and policies are in place. Day to day responsibility falls to the President and Development Manager.

It was requested that a guide aimed at members be produced to simplify the policy to a length which is more likely to be read by students. In particular this should build on point 5 of the policy. It was also suggested that responsibility towards health and safety should also be included in student group constitutions. SA to ensure that these actions take place as soon as possible.

Action Required: SA

The Board passed the Policy and will review/amend in future as required. JC/RB to ensure policy is filed correctly and made available to Staff Members of NSU as appropriate.



Action Required: JC/RB

2.7.2 Staff Disciplinary Procedure Two Documents: TB-02-02

RB explained that for NSU to be able to take out Trustee Indemnity Insurance it needs to put into place Staff Disciplinary and Grievance Procedures which allow for external review of decisions where appropriate. The Procedure presented has been taken from a template supplied by HISCOX online resources. Some sections were queried and it was stated that these are standard on the template(s) available.

The meeting requested that the 'Job Performance' section be looked into as a separate policy as it was deemed unusual to have this listed as 'misconduct'.

It was also requested to alter that where complaints/appeals are addressed to the 'Trustee Board' this be amended to a Sub Committee of the Board, normally made up of an Executive Trustee, a Student Trustee and an External Trustee.

Action Required: RB

The Board passed the Procedure with the above amendment.

2.7.3 Staff Grievance Procedure Two Documents: TB-02-03

Following the previous item and the same reasoning for the procedure the Board passed the Procedure.

Both Procedures should therefore be made available to all NSU staff.

Action Required: RB

2.7.4 Working with Young People and Venerable Adults Policy Two Documents: TB-02-04

The Policy was presented to the Board, and it was explained that the Charities Commission stipulated on registration that this policy in particular needs to be in place as soon as possible. Following discussion regarding the expected occurrences of this happening, it was requested that this be investigated further with the Universities Director of Student Services or other appropriate



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professional with a background related to this. The Policy is then to be brought back to the next meeting.

Action Required: JC

2.7.5 Risk Assessment Templates - Three Documents: TB-02-05

In addition to the documents a 'Risk Assessment Procedure' was also tabled.

It was explained that a number of students have in the past avoided risk assessments where-ever possible, or completed them to an unsatisfactory standard. The new procedure and templates coupled with the filing system should alleviate some of the workload required, I particular for repeat events, whilst still ensuring that a risk assessment takes place for each activity.

It was requested that a log of risk assessments also be kept.

The meeting passed the Procedure and related templates.

JC/RB to implement new system.

Action Required: JC/RB

2.7.6 Internal Audit Report Review - Two Documents: TB-02-06

The Internal Audit inc. management Reponses was presented to the board to highlight current work in this area. It was requested that any areas marked as 'High Priority' should be completed by 13/11/11 in preparation for the meeting of the NUC Audit Committee.

Action Required: RB

2.7.7 Strategic Plan Review - Five Documents: TB-02-07

It was requested that the President extract the 'current year' from the Strategic Plan and circulate this along with details of current progress.

It was also stated that it was written in the current format after a more detailed version had been rejected by the membership. The Board recommended however that the current year should be extracted each year and additional details and deadlines included to ensure the plan is followed.



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It was also felt that the language used was too technical (student union specific) and that a less involved student is unlikely to understand the document. It was felt that it should include more reasons as to why things are done. It was stated that this should be NSUs' most important document and as such should be understandable by any person reading it.

Action Required: JC

2.7.8 Code of Good Practise for Staff, Students and Volunteers - Two Documents: TB-02-08

It was stated that this document is additional guidance for Staff and NSU members and sits alongside the 'Working with Children and Vulnerable Adults Policy'.

The meeting requested this be investigated further in line with the recommendations made in point 2.7.4.

Action Required: JC

2.7.9 Staff - Student Policy: Two Documents: TB-02-09

It was explained that the content for this policy has been drawn from other institutions and the policy clarifies expectations and who these are from and to with regards to Staff/Student working relationships in general.

Point 6.3 was queried in particular, with reference to what happens if there is a problem with a sabbatical if they are able to dismiss a Grievance. It was clarified that in that case a complaint should be made formally following the Disciplinary Procedure for members as set out in the constitution as sabbaticals are not staff members but elected officers.

It was requested that the President look into this further and bring back to the next meeting.

Action Required: JC

2.7.10 Data Protection and Emergency Information Records Policy - Two Documents: TB-02-10



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The Process was clarified by which NSU collects emergency contact numbers from members through the Activity Card system. It was also stated that this policy was written in conjunction with the NUC Data Protection Officer.

The meeting passed the Policy.

SA to ensure it is implemented and made available to relevant persons.

Action Required: SA

2.8 ANY OTHER BUSINESS

2.8.1 Associate Membership

The President presented a letter requesting Associate membership to the Board and explained that requests such as this will usually be decided by this meeting.

It was explained that reasons for granting membership would usually be that the person would bring a definite benefit to the membership.

After reading the letter the meeting decided against granting associate membership on the grounds that as the person was a student elsewhere they should be encouraged to join the student groups at their own institution rather than those available at Newman. The letter also did not clearly establish a definite benefit they would bring to NSUs' membership, and it was felt that 'roles' they suggested they could fill should be opportunities available to NSUs' own membership rather than being filled by associate members..

JC to feedback to applicant.

Action Required: JC

Date of Next meeting:

09/12/11, 15.00

Meeting closes 18:00



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Action table:

Date	Action to be taken	Deadline	No. of <u>meetings</u> pending	Person Responsible	Action Taken
13/10/2011	Notify Executive of new meeting date Arrange for Question(s)/expectations to be put to the Executive Committee	ASAP ASAP		JC	Complete
01/11/11	Arrange Trustee 'Training'/Q&A	Before next meeting		RB/JC	
	Inform Person(s)/Committee of requested items for each meeting.	Not set		JC	
	Create Guidance notes for Health and safety Request responsibility for H&S to be included in student group constitutions Make policy available to	ASAP Not Set Immediately		SA SA JC/RB	



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	relevant persons				
	Staff Procedures – make amendments to Disciplinary Procedure.	Immediately		RB	
	Investigate Staff Performance Procedure	ASAP		RB	
	Make Staff Disciplinary and Staff Grievance Procedure available to NSU Staff.	Immediately		RB	
	Further investigate 'Working with Children and Vulnerable Adults Policy' and re-present at the next meeting.	For the next meeting		JC	
	Implement Risk Assessment Procedure	Immediately		JC/RB	
	Complete High Priority Audit sections	13/11/11		RB	
	Circulate Strategic Plan Progress	Not set		JC	
	Look into creating an improved version.	AGM		JC	
	Investigate further the 'Code of Good Practise'.	Next meeting		JC	



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	Investigate further Staff-Student Policy	Next Meeting		JC	
	Make Data Protection Policy Available	Immediately		SA	
	Feedback to Applicant re: Associate Membership	ASAP		JC	