



Newman Students' Union

NEWMAN STUDENTS' UNION

TRUSTEE BOARD MEETING

The Third meeting of the Trustee Board was held on:

09 December 2011 in the Committee Room at 14:16 following a training discussion about the governance structures at NSU from 13.30

Minutes

3.1 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)

3.2 APOLOGIES OR ABSENCE

None

3.3 MINUTES OF THE LAST MEETING

The minutes were agreed as accurate. Page numbers are to be added.

3.4 MATTERS ARISING FROM THE LAST MEETING

The action tabled was reviewed and updated (see end of these minutes). Some items were to be discussed further during the meeting.

3.5 MATTERS ARISING NOT ON THE MINUTES



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None

ITEMS TO RECIEVE

3.6

3.6.1 Presidents' Report (Document TB-03-01)

The President presented their report. There was then some discussion:

Student Activities – it was discussed what activities could be classed as 'aimed at mature students'. For the purpose of this report mature students were referred to as being 25+ and activities aimed at them was in relation to specific activities for them, rather than activities held at a time which may be suitable for them e.g. sports/societies. It was also questioned what appetite there may be for these activities. The president was asked to try to research into this more.

Action Required: JC

Strategic Plan Update – this was included in the Presidents' Report. It was discussed if there should be a priority set against the aims. It was decided it would be better to include a further column to state the 'rationale' for the aims e.g. legal or representation work.

NSS (new question 23) – a discussion was held about this question, in particular discussing how it is so broad and what sort of answer would be wanted and the purpose for this. It was agreed that a positive answer would be best. It was agreed that the best starting point to work towards a good score would be by raising awareness of what NSU is for and who is a member.

JC to consider points raised further

3.6.2 Union Chairs Report (Document TB-03-02 – tabled at meeting)

The meeting received the Union Chairs report. It was felt to be a fair reflection was more negative in it's tone rather than constructive. It was discussed if someone should help the chair to write the report in future, but was decided that it should remain the chairs report and if they wished for help the best person would be the Vice-Chair of meeting to ensure it remained impartial and didn't risk marring any working



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relationships. The President was asked to pass on the following feedback:

- It's a good report, however could be a little deeper in some areas.
- The Board would like to see it being a little more constructive
- It should also include more praise where it is due
- Include more action points to make it clear what work/improvement should be made

It was then discussed if the report should be forwarded to the Executive. It was agreed that in future and to ensure transparency it will be once there has been a chance to improve the constructive comments but on this occasion it would not. It was stated that the Chair does report to the Executive any comments after each Student Meeting. The chair is also to be told that future reports will go to the Executive Committee, however it is still to remain their decision about the content and way this is put forward in the report.

Action Required - JC

3.7 ITEMS FOR REPORT

3.7.1 Staff, Student Policy – Two Documents: TB-03-03

3.7.2 Working With Young People and Vulnerable Adults Policy – Two Documents TB-03-04

3.7.3 Code of Good Practise for Staff, Students and Volunteers – Two Documents: TB-03-05

The President reported that since the last meeting they had looked into these policies further and had consulted with the 'NUC Director of Learning Resources'.

The meeting briefly re-read the documents, asked for some spelling corrections to be made and passed the documents.

JC to make changes and to circulate/make policies available as appropriate.

Action Required: JC

3.7.4 NSU Accounts - Three Documents: TB-03-06

The Accounts for the Period 327 Days ending 24 July 2011 were discussed. It was explained that the unusual period is due to charity registration coupled with changing the year end date. This, plus the Vice President resigning in



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February are the main contributors towards the year's surplus. The Block Grant did not need changing for the shorter accounts as the following year will cause this to correct funding over the time periods. In particular spending permitted to societies was discussed highlighting that all money should be spent towards the aims of the group. Education campaigns were clarified as being the 'Big Book Buy' and National Demonstration.

The President was requested to look into putting together participation figures where ever they are available in time for the NSU Annual Report.

Action Required: JC

The Accounts for the period 99 days ending 31 October were then discussed. In particular the high spend for Education Campaigns (being 'I am a Member' was questioned. Whilst wristbands which were a significant part of this cost had been given out, it was noted that other materials had not yet been used. The Trustees requested the President create a plan of how to make best use of these resources in January to be put to them ASAP.

Action Required: JC

The meeting also noted that the Freshers Handbook/Entertainments is not very clear. It was stated that with Charity Registration, the accounts format will change to comply with the Statement Of Recommended Practise (SORP) Accounts for submission to the Charities Commission. This will change how the accounts are shown. NSU is also in the process of updating it's accounting software in preparation for this which will also go towards improving the transparency of figures. It was noted that individual figures are available on request from the SAGE system.

The meeting also reviewed the current draft budgets. It was stated that errors have been found and the reason for these is due to a single person attempting to write the budget with support from others. To ensure this does not happen in future NSUs finance committee will now draw up the draft budget ensuring that all those who should be involved in the process are.

ED leaves

3.8 ANY OTHER BUSINESS

3.8.1 Copyright



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It was asked if the position the Trustee Board has on Copyright could be clarified.

It was agreed that as long as reasonable effort has been made to inform students of the requirements then the trustee should not be liable for any infringements of the law. If so then the Trustee Indemnity insurance should protect the individuals of the Board unless personal neglect is found.

It was suggested for the President to work with the Head of the Library and Head of E-Learning to create a 'flyer' with a simple guide to copyright law and the requirement to give out to students to further clarify what needs to be done. This is also to be fed back to the Executive Committee.

Action Required: JC

3.8.2 Attendance of Vice-President

The meeting discussed the pros and cons of the Vice-President also being in attendance at Trustee Meetings. It was decided this would not be the best use of time, however the Vice President may be asked to attend items where relevant. It was noted that the President should report back to the Vice-President after meetings or ensure they have received a copy of the minutes to ensure they are kept up to date with any developments.

3.8.3 Poor Staff Performance Procedure – Tabled Document TB-03-07

Following the last meeting the Development Manager tabled the above document. As ED had already asked for time to take this away to research further the meeting moved it to the next meeting.

Date of Next meeting:

To Be Confirmed

Meeting closes 16:15



Action table:

Date	Action to be taken	Deadline	No. of <u>meetings</u> pending	Person Responsible	Action Taken
01/11/11	Arrange Trustee 'Training'/Q&A	Before next meeting		RB/JC	Complete
01/11/11	Inform Person(s)/Committee of requested items for each meeting.	Not set		JC	Complete
01/11/11	Create Guidance notes for Health and safety	ASAP	1	SA	Started – to be presented to next meeting
	Request responsibility for H&S to be included in student group constitutions	Not Set	1	SA	complete – to be presented to next meeting
	Make policy available to relevant persons	Immediately		JC/RB	Complete – on S-Drive
01/11/11	Staff Procedures – make amendments to Disciplinary Procedure.	Immediately		RB	Complete
	Investigate Staff Performance Procedure	ASAP		RB	Complete - Presented to this meeting



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	Make Staff Disciplinary and Staff Grievance Procedure available to NSU Staff.	Immediately		RB	Complete
01/11/11	Further investigate 'Working with Children and Vulnerable Adults Policy' and re-present at the next meeting.	For the next meeting		JC	Complete - Presented to this meeting
01/11/11	Implement Risk Assessment Procedure	Immediately		JC/RB	Complete and Ongoing
01/11/11	Complete High Priority Audit sections	13/11/11		RB	Complete
01/11/11	Circulate Strategic Plan Progress	Not set		JC	Complete - Presented to this meeting
	Look into creating an improved version.	AGM		JC	Not yet applicable
01/11/11	Investigate further the 'Code of Good Practise'.	Next meeting		JC	Complete - Presented to this meeting
01/11/11	Investigate further Staff-Student Policy	Next Meeting		JC	Complete - Presented to this meeting
01/11/11	Make Data Protection Policy Available	Immediately		SA	Complete – available on S Drive
01/11/11	Feedback to Applicant re:	ASAP		JC	Complete



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	Associate Membership				
09/12/2011	Research what appetite there is for 'Mature student Activities'.	Not set		JC	
09/12/2011	Consider strategy for NSS Q23	Not Set		JC	
09/12/2011	Report Feedback to Union Chair re: Chairs' Report	ASAP		JC	
09/12/2011	Correct and Circulate policies (X2)	Immediately		JC	
09/12/2011	Put together participation figure for NSU Activities	In time for Annual Report		JC	
09/12/2011	Create a plan to ensure best use of Campaign Materials	ASAP		JC	
09/12/2011	Create Guide to copyright for Students Highlight Responsibility to the Executive	ASAP		JC	
09/12/2011	Add Poor Staff Performance Procedure to the next agenda.	ASAP		JC	