



Trustee Board Meeting

Minutes of the 15th meeting, held on 6th November 2014 in the Committee Room at 16.50.

15.1 WELCOME AND DECLARATION OF INTERESTS

The Committee and new members were welcomed and introduced.

In attendance:

President – Leah Hughes - Chairing

Executive Member – Katie Masterson

External Trustee (from NU Management) – Tony Sharma

External Trustee – Sam Murphy

In attendance:

Development Manager – Rob Balding – minuting

Vice-President – James Westwood – for item 15.7

15.2 APOLOGIES OR ABSENCE

External Trustee – Gareth Hughes – Apologies

15.3 MINUTES OF THE LAST MEETING

Minutes of meeting 14 were accepted.

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

15.4.1 Action Table

Was reviewed – see comments at end of minutes.

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



Permission to go ahead with the three events, 'Winterball', 'Christmas Royale' and 'Alton Towers' as agreed previously by email was ratified. Trustee decision required due to contracted amounts being over £1,000.

Items to Receive

15.6 PRESIDENT REPORT (Document TB15-02)

It was highlight Union General Meeting in September reached quoracy, whilst Student Forum in October did not. It was agreed to send agendas for student meetings to relevant members of Newman Management to request appropriate staff to attend meetings for discussions involving their areas of work.

Trustees suggested to make more of 'You Said, We Did' and to do this as a partnership with the University to ensure student need that are being met are promoted well.

15.7 VICE-PRESIDENT REPORT (Document TB15-03) (in attendance for this item)

Putting on further activities during the daytime for welcome week should be looked at, however with lectures and enrolment taking place it would be difficult to do any 'ticketed' activities as they would clash.

The vice-President was asked to look at making use of 'Hootsuit' to allow social media posts to be automatically timetabled.

Action Required: JW

15.8 UNION CHAIR REPORT (Document TB15-04 – not received)

RB explained that the Union chair had only just been elected, they had said they would try to get something in but nothing had been received.

15.9 DEVELOPMENT MANAGER REPORT (Document TB15-05)



RB highlighted that progress against the Strategic Plan targets had started well but was now slipping. Targets were discussed, the Officers currently set their own personal target which are being achieved, whilst group targets tend to be more in line with those in the Strategic Plan. These were agreed during training, Trustee agreed this was a good thing to continue to do in Officer Training.

15.10 POLICIES PASSED AT STUDENT MEETINGS

15.10.1 – Strategic Plan – The Board were informed this was passed at Union General Meeting in September with no amendments. Following discussion, it was agreed to allow an over spend of up to £1,500 to allow for this document to be professionally designed to ensure it's given high stature as a 4 year document. Electronic only as there's several pages, however it was highlighted that having a few printed may work out cheaper as it may not be eligible to be charged V.A.T. It was also requested to create a 'one page plan' that could be used to promote the core principals and highlight there is a plan in place, this could then be printed as posters, 'z-cards' or in other forms as relevant from year to year.

Action Required: RB/LH/JW

15.11 BUDGET MONITORING AND FINANCE COMMITTEE MINUTES

FC minutes and budget monitoring to be emailed to Board ASAP (wrong file printed). It was highlighted that there's no major concerns so far, NUS Affiliation has made a saving due to the block grant reduction so these surplus funds are being used as a contingency so far. NUS Extra sales are lower than usually hoped for. No explanation as to why at this time – promotion has been as good/better than the previous year.

Action Required: RB

It was queried as to why the Vice-President is not also a Trustee, it was explained to initially keep the board small and to have a majority of students on the Board. It was agreed to look to grow the Board proportionally again and to include Sabbatical's as Trustees, and in the meantime to invite the Vice-President to be in attendance at meetings.



AGENDA ITEMS

15.122013-14 Accounts

The management accounts for 2013-14 were tabled and accepted with no major queries. The Union Administrator, Development Manager and accountant were thanked for their efforts to prepare these much earlier than usual. The aim is now to complete the SORP Accounts in time to submit in December. SM to consult on preparing the written report portion with LH and RB ASAP.

Action Required: SM/LH/RB

15.13 Transfer of Sport Update

The Board were informed that there are a few teething problems with the sports move, it would be better to review how the move went at the next full meeting once it's had time to settle down and intramural sport has had a chance to get off the ground. A meeting for Sports Stakeholders has been organised for the near future to discuss any problems so far and what should happen next.

LH to ask Nathan Richards – Sports Officer, to attend the next meeting to give fuller update.

Action Required: LH/NR

15.14 Union Diagnostic (Document TB15-09)

Following discussion of the above document, it was agreed for RB to contact NUS to see what sort of question they would recommend posing to find out how Newman Students' Union is improving the Educational Experience for students. Response to be disseminated to the Board.

Action required: RB

15.15 Welfare Sabbatical proposal (Document TB15-10)



KM, the Welfare officer proposed the idea for making the Welfare Officer a full time Sabbatical position. This was discussed in depth, with key points being:

- It was queried what campaigns would be run, from consultation forms key areas would be Mental Health, Stress, Family issues and Exams.
- The Officer is working with the Accommodation officer to put on Welfare evenings, however a full time officer could provide much wider support than this.
- It was stated the Sabbatical would be able to assist Newman Students' Union and The University in reaching their strategic goals.
- It was queried why make Welfare a sabbatical and not education as is more common practise – to be considered further, although currently falls under the President's remit..
- It was asked to prepare fuller job descriptions
- It was discussed why not run Course Rep and Education Sabbaticals and split Welfare into smaller volunteer roles. Also queried why not have a similar idea to that run by Bishop Grosseteste Union with separate 'hubs' within the committee to keep focus on work areas. To be considered further.
- It was queried is welfare improvements were actually the Unions remit to fulfil or whether the Union roles in rather to make representations to the University to improve their structures.
- Any Officer role changes wouldn't alter the fact that they wouldn't be able to give advice to students as they wouldn't have relevant qualifications.
- Affordability was questioned, with it being highlighted the University would be asked to meet costs via the Block Grant. If this is the case it was advised to consider how the University could be persuaded to pay for a Sabbatical (and review a staff role to enable support be available for elected students) rather than funding another Lecturers- which would provide the greatest impact to students' Education?
- It was agreed that this was the right (rough) step in the direction, but a re-shuffle of the whole Executive Committee, and what staff would be required to give adequate support needed to be completed. This also needs consider:
 - full cost implications e.g. – how much will NUS Affiliation rise by if the block grants increased and how will this be covered,
 - how does the proposal link to the Union Strategic Plan,



- what impact would it have on it and how would this be measured?
- University Planning round is January, so a draft proposal would need to be considered early December and a final agreed on in time for the planning round if the role is intended to start in the next Academic year.
- More evidence is required around the proposal, both NUS data as well as NSS/ISSS data and feedback.

Action Required: KM

15.16 ANY OTHER BUSINESS

15.16.1 Union Structure

The Board agreed to discuss the Students' Union Services and Administrative Assistant contract at the next meeting as it's usual to do this three months before a contract ends (Role employed until May 1st 2015).

15.16.2 Viking Society – request if external members of the National Society could become members.

It was agreed this would be allowed, those selling membership to check why people wish to join, main criteria is to be bringing something to the groups – resources/experience etc. Students to remain the majority membership, charge to be set at £20, going to the membership income budget heading. External members cannot hold elected roles within the group. Applies across Societies. If in doubt either the President or Development Manager to have final say.

15.16.3 Hoodie Order

The Board approved an order to be placed for 100 hoodies following the recent design competition, costing approx.. £1,110.00 +V.A.T.

Action Required: RB



15.16.4 Activity Cards

It was queried if the Union should invest in a card printer for activity cards. Feedback was that most union's don't provide a membership card to society members, no orders are to be placed and instead either add stickers with new logo to old outdated cardstock or to print cardboard ones. Activity Cards to be reviewed in General in time for next Academic Year.

Action Required: LH/RB

15.16.5 Student Trustees

It was also agreed that Student Trustees should be recruited ASAP in time for the next meeting, open roles immediately for a vote at December student Forum. Also, when reviewing the constitution to look to make the recruitment process for student trustees more streamlined.

Action Required: LH

Meeting ends 20.00

Date of next meetings:

Early December to review Welfare Proposal and SORP Accounts only. (TBC)

29th Jan, 2015, 16.30 next full board meeting.



Date	Minute	Action to be Taken	Deadline	Person Responsible	Comments
04/03/13	14.4.1	NSU Administrator to have their first annual appraisal	October 2014	RB	Completed – awaiting Senior Manger comments from LH.
21/05/13	14.4.1	Hold Staff and Sab. Fortnightly meetings. Hold separate fortnightly meetings for Sabs and Staff	Commence Immediately	RB	On-going – not fortnightly but are being held as close to fortnightly as possible.
21/05/13	14.4.1	Send constitutional changes to BoG – LH to check this was done and if not to complete.	Immediately	LH	Not complete
30/07/14	14.1	Email induction document to the Board	ASAP	RB	Complete
30/07/14	14.4.1	Completion of Newman Sport – Confirm final details for clarity	Immediately	LH	On-going – a stakeholder meeting has been organised to discuss this further.
30/07/14	14.4.1	Sickness/Absence policy – discuss further following NUS diagnostic	ASAP	RB	N/A until diagnostic complete.
30/07/14	14.7	SAP – contact BCUSU and consider further projects and begin prepping students.	Before end of summer	JW	Not Complete
30/07/14	14.9	Consider website/online store purpose. Trustees pass on thoughts	Before designing new website (ASAP)	Trustee Board member's plus JW	Complete – remaining with 'weebly' and has been upgraded to premium option. RB seeking alternative online voting options.
30/07/14	14.9/14.11	Distribute: <ul style="list-style-type: none"> • budget/accounts • RB job description 	ASAP	RB	Complete
30/07/14	14.13	Carefully consider New brand implementation with a focus on getting across the message behind the brand.	Before releasing brand	LH/LW/RB	Complete – colours being used consistently with new logos to



					highlight areas of work. New exhibition stand has arrived along with branded table cloths to present a professional appearance.
30/07/14	14.14	Complete budgets to confirm release of block grant and if NSU is able to afford staff cost of living increase.	ASAP	LH/RB	Complete
30/07/14	14.14	Organise diagnostic for NSU from NUS	ASAP (by next meeting is possible)	LH/RB	On Agenda for this meeting
30/07/14	14.18	Confirm threshold for auditing requirements	ASAP	RB	Complete - Accountant has confirmed we are under the threshold.
30/07/14	14.18	Confirm if Accountant is still considering retirement, if so begin process to seek a replacement.	ASAP	RB	Complete - Accountant has confirmed he's not retiring this year, will give support to find a replacement in good time when he does.
30/07/14	14.19	SM to discuss Annual Report involvement	ASAP (usually draft written by end of summer)	SM/LH/RB	Not Complete
30/07/14	14.21	Plan 2014/15 meeting dates	ASAP	LH	Not complete – meeting agreed to aim for last Thursday every three months, next being Jan '15.
30/07/14	14.22	Finalise Strategic Plan Design/Printing	ASAP	Trustee Board – email vote.	On this meeting Agenda.
30/07/14	14.23	Christmas Ball Authorisations	ASAP	Trustee Board –	Complete



				email vote.	
06/11/14	15.7	Investigate 'Hootsuit'	ASAP	JW	
06/11/14	15.10.1	Have professional design done for Strategic Plan Create one page version	ASAP ASAP	RB RB/LH/JW	
06/11/14	15.11	Disseminate Finance Committee Documents.	ASAP	RB	
06/11/14	15.11	Look to grow Board for next Academic Year Invite JW to attend future meetings.	Proposal in Jan ASAP	LH LH	
06/11/14	15.12	Prepare Trustees Report	End Nov	LH/SM/R B	
06/11/14	15.13	Review the transfer and invite NR to attend next meeting to discuss further.	Jan Meeting	LH	
06/11/14	15.14	Contact NUS re: Diagnostic	ASAP	RB	
06/11/14	15.15	Prepare fuller proposal taking comments into consideration	Early Dec	KM	
06/11/14	15.16.3	Place order	ASAP	RB	
06/11/14	15.16.4	Review Activity Cards	April Meeting	LH/RB	
06/11/14	15.16.5	Recruit Student Trustees Review recruitment process	December Student Forum April meeting/in time for students/ University Approval	LH LH	