



# Trustee Board Meeting

Minutes of the 17th meeting, held on 30<sup>th</sup> April 2015 in the Committee Room at 16.40.

## 17.1 WELCOME AND DECLARATION OF INTERESTS

The Committee and new members were welcomed and introduced.

In attendance:

President – Leah Hughes - Chairing

Executive Member – Katie Masterson (arriving late)

External Trustee (from NU Management) – Tony Sharma

External Trustee – Gareth Hughes

External Trustee – Sam Murphy

In attendance:

Development Manager – Rob Balding – minuting

Vice-President – James Westwood (President Elect)

Sports Officer – Nathan Richards (Vice-President Elect)

Clare Dempsey – Welfare Officer Elect and possible Executive Trustee 15/16

## 17.2 APOLOGIES OR ABSENCE

Isabella Wray – Student Trustee 15/16 - Absent

## 17.3 MINUTES OF THE LAST MEETING

Minutes of meeting 16 were accepted with minor corrections.

## 17.4 MATTERS ARISING FROM THE MINUTES (*TO CONSIDER MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING*) (Document TB17-01)

### 17.4.1 Action Table

Was reviewed – see comments at end of minutes.



KM arrives 17.00

17.4.2 Winter Ball Evaluation (Document TB17-02)

17.4.3 Christmas Royale Evaluation(Document TB17-03)

Both the above reports were discussed and it was agreed that to accompany future proposals a plan of the event (including marketing strategy, budget, comparison/improvements made since the last similar event) will also be required to ensure the marketing of the event is a success and translates into ticket sales.

It was agreed that the Union should look to provide celebration events, and the Academic and Welfare Awards event in particular has created a sense of positivity among staff in particular. Events such as this which are core to charitable activity are ok to have a budgeted loss within the annual budget, however Balls and events for 'fun' should at least break even. It was also suggested if events do have a benefit to the university then it's perfectly reasonable to ask for their support towards the event as well as seeking other funding sources.

It was also agreed that if events are corporately important then we shouldn't expect volunteer officers to deliver it; instead the Full time officers should take that responsibility.

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

17.5.1 ANNUAL REPORT AND ACCOUNTS 2014-15

The report and accounts were ratified (previously accepted via email).

It was requested to make appropriate bookings/plans to ensure the accounts are prepared as soon as possible in future so that they can be approved by the Board before the end of semester 1.

**Action Required: RB**

Items to Receive

17.6 PRESIDENT REPORT (Document TB17-04)



It was agreed that all reports in future, both for Trustees and student meetings, should be aligned with the headings and objectives within the Strategic Plan, even if the report states no activity in that period against the heading. To also include, especially for student meetings, a 6<sup>th</sup> section for 'other activity' that does not relate directly back to the Strategic Plan. This should also be addressed with Officers right from Training.

RB to create a new report template.

**Action Required: RB**

The report in its current format was accepted.

### 17.7 VICE-PRESIDENT REPORT (Document TB17-05)

It was queried 'what % of reps. do we have compared to how many we should have?' It was explained there isn't a clear list of what exact reps should be in place but currently approx. 150 reps. are registered and 80+ have been trained during the year.

It was also queried what data we have to inform KPI's and what is done to collect cross-institutional information from reps. rather than just on a course/module level. It was responded that currently this is an area of development with the introduction of Curriculum reps. this semester who, in future should work towards collating views on a course cluster level. The Democracy Officer has also had a program of events to encourage reps. to get together including training, conferences and breakfast meetings.

It was agreed GH/SM would consider what was happening in other SU's and suggest any further improvements that could be made at Newman, and that it is important to bring reps. together from across courses to find issues that cross different areas of the University.

**Action Required: GH/SM**

It was also explained that Birmingham Guild produce an Annual Student Voice Report, which detailed the 'top ten' things which students are talking about and this is discussed with the institution, and this could be a useful report to begin to produce at Newman. NSS analysis could also feed in course reps. and support the development of this. LH/JW to consider implementing this.



The report was accepted.

## 17.8 UNION CHAIR REPORT (Document TB17-06)

Not received.

## 17.9 DEVELOPMENT MANAGER REPORT (Document TB17-07)

It was commented that the Finance Committee minutes are overly detailed and unless written by a student as part of their formation is not the best use of staff time. Future minutes should aim to be 1 page long and the key feature to include is budget changes. Discussions do not need to be included.

It was agreed that the Annual General Meeting needs to be effective as there are legal requirements for what the meeting must include. This should be planned better and earlier in the year to allow for better promotion.

It was queried where the financial saving for staff has gone. It was responded that a good proportion covers the losses on events and some was put towards stock re-purchases (to be further discussed later in this meeting).

The report was accepted.

## 17.10 POLICIES PASSED AT STUDENT MEETINGS

### 17.10.1 Fairtrade and Ethically Sourced Clothing (Document TB17-08)

Passed at A.G.M., approved by Trustees.

## 17.11 FINANCE UPDATE INCLUDING BUDGET MONITORING AND FINANCE COMMITTEE MINUTES

Five Documents: FC14-07 to FC14-10 and TB17-09



As a medium term aim it was requested to consider re-organising the budget headings (and checking their accuracy) into a format which more closely matches the SORP headings to allow more understanding of how much is spent against core charitable activity.

**Action Required: RB**

At this point Graduation bears were discussed (see A.O.B.)

TS leaves 18.30.

**17.12 ELECTION EVALUATION (Document TB17-10).**

It was requested to begin to monitor candidate demographics for future elections. It was noted that roles, Sabbaticals In particular are not very accessible to certain student demographics either for financial reasons or due to the nature of the role.

It was agreed that voter turnout shouldn't be the only focus of annual improvement, but more candidates and a greater range of candidates should also be a consideration in particular.

**AGENDA ITEMS**

**17.13 Financial Reporting Roundup**

Any queries/discussion points were already covered in preceding items.

**17.14 EXECUTIVE TRAINING PROPOSAL (Document TB17-11)**

Trustees discussed the proposal, other options and how other Unions deliver induction and training. It was agreed that:



- The initial period be condensed to two days in May for the whole Executive and this should cover introductions to the role of a union and key things to be aware of, e.g. Boards, budgets etc., although not detailed (e.g. know what a budget is and why it's there but not actually look at the Union budget until a later point).
- Create a communications plan to ensure the committee are kept in touch with on a weekly basis over summer and they have the opportunity to input into the development on plans and ideas.
- Deliver Sabb and voluntary inductions separately and Sabbs should have more awareness of what is required. Sabbs are the paid officers and so should be expected to do the majority of the work. Voluntary officers should be treated as such and shouldn't be expected to deliver the amount of work that they currently are on occasion which, at times can be comparable to a fully paid officer.
- Sabbaticals should be seen as leaders of the team, and therefore they should be trained first to enable them to take on this role right from being included in the delivery of training for voluntary officers.
- June – to have an 'away day', in the morning for everyone (Executive and Trustees) to come together and discuss the Strategic Plan and ideas for implementing it in the coming year and for the afternoon to be a Trustee Board meeting to solely discuss the NUS Diagnostic.
- To have a couple of days in August for the team to come back together and to work together to develop plans and resources in preparation for the coming year on key priorities.
- GH will get in touch regarding setting up a 'buddy scheme' for Sabbaticals with other officers to provide more support.
- Sabbaticals to be sent on 'NUS Leading Change' and Sabbs and the Development Manager to attend Su2015 which has a developing Unions theme. Trustees were confident in this spend being financially sound as there is opportunity to delay employment of a new staff member to cover costs if required.
- The Executive should be developed in a way that shows a clear distinction between Sabbaticals and voluntary Officers yet doesn't create an 'us and them split' between the two officer types.

**Action required: RB/GH/JW**

## 17.15 2015-16 BUDGET PROPOSAL (Document TB17-12)

The Board discussed the proposal, agreeing:



- Merchandise in future should show net profit
- Event lines should show only profit or loss in the relevant section so it's easy for the board to see the impact on the Annual Budget. Individual activities should be budgeted for as normal and would be assumed to be required to breakeven or better unless agreed otherwise by the board. Major events would require individual board approval anyway due to financial controls.
- Staffing allows for a 1.5% cost of living increase, NSU usually matches this with the university.
- Trustees – increase to £1,000 to allow for trustee expense claims for travel.
- £500 allowed for membership meetings
- Executive training increased to £4,000 for now (see reasons in 17.14)

It was requested to double check that rental is not paid on the photocopier or other equipment and to also review headings for accuracy to allow for as easy understanding by board/Executive members as possible. E.g. IT development should be changed to SAGE upgrades. Also double check grand totals – may be a formulae error.

Budget to be brought back to the next full meeting for actual approval after changes and Executive Training/Diagnostic discussion has taken place in case this raises further proposals to be considered in the budget.

Reserves policy figures to be checked for next meeting.

**Action Required: RB**

## 17.16 UPDATE/DISCUSSION RE: TRUSTEE RECRUITMENT FOR 2015-16 ONWARDS

It was agreed that for external board members it would be best practise to interview. LH is to circulate the current constitutional requirements for the Board to consider further. It was agreed this should be looked at and updated along with other relevant sections of the constitution for approval ASAP, and was noted that changes to the main body would also require approval by the University Council. SM's current term ends at the next full meeting; this would be discussed further then.

**Action Required: LH/JW/Board**



### 17.17 DISCUSSION RE: FRAMEWORK FOR INCLUDING OFFICER/PRIORITY INFORMATION WHEN DEVELOPING PLANS.

Covered during training discussion.

### 17.18 RISKS ASSOCIATED WITH WELFARE SUPPORT AND DECLARING SERIOUS INCIDENTS (Document TB17-13)

The board discussed this and agreed that the services currently provided do not pose a significant risk. Current risk management is included in training and clearly stipulates how to handle and potential 'disclosures' and to stop a session immediately in this instance to refer on, however the board would like to look at this further in future. The Development Manager is to check how the University handles this area and if it would be possible to create a policy which states that the Union will respect (or possibly adopt) the institutions' policy and/or procedures. It would also be worth seeking to ensure a relevant SU member is included as a member on the University Safeguarding Board or equivalent (if not already).

**Action Required: RB**

### 17.19 Dates for future meetings

June – Away day for Diagnostic discussion (RB to seek a facilitator form NUS)

Then quarterly meetings usually held on the last Thursday of the month in September (or as appropriate around freshers), December (at appropriate time), March, June to co-inside with key period of union activity (freshers, Christmas events, elections etc.).

Rough agendas to be set ASAP as key items should be predictable with these timings.

### 17.20 A.O.B.



### 17.20.1 Graduation Bear Order

The Board approved the purchase of new stock, 400 medium harry and 100 large harry bears as suggested in tabled spreadsheet.

Meeting ends 20.30



Action table – previous items completed/included in this meeting agenda removed.

Date	Minute	Action to be Taken	Deadline	Person Responsible	Comments
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	14.4.1	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 – GH offered to help JW make contact. – RB to discuss at his meeting next week.
30/07/14	14.18	Confirm threshold for auditing requirements	ASAP	RB	RB asked to check exact thresholds – to discuss further with GH first. – not complete
30/07/14	14.19	SM to discuss Annual Report involvement	ASAP (usually draft written by end of summer)	SM/LH/RB	Complete
06/11/14	15.10.1	Create one page version	ASAP	RB/LH/JW	LH has begun this
06/11/14	15.11	Look to grow Board for next Academic Year	Proposal in Jan	LH	On-going. Formalising the VP attending as a member needs to be completed before the end of the year as there are concerns over liability for VP if they are regularly present whether as a Trustee or not for insurance purposes. – No progress, also consider diagnostic proposals
06/11/14	15.15	Welfare Sabbatical - Prepare fuller proposal taking comments into consideration	Early Dec	KM	On-going
06/11/14	15.16.5	Recruit Student Trustees  Review recruitment process	December Student Forum April meeting/in time for students/	LH  LH	Not complete – 1 recruited, absent at this meeting. No progress



			University Approval		
29/01/15	16.6	Begin to formalise the relationship between the Union and University. See published advice and guidance.	Update at next meeting	LH	No progress – requested to include a statement in the next review of the Student Charter and to work on a formal Relationship Agreement.
29/01/15	16.7	Discuss room booking for societies at relevant University meetings	Next opportunity	LH	Complete – University changed policy so that rooms not in use can be used by students for study as required.
29/01/15	16.9	Contact other Unions regarding review processes	ASAP	RB/LH	RB to discuss with NUS at meeting next week.
29/01/15	16.12	Forward specific Strategic Plan progress to the Board	ASAP	LH	Not complete
29/01/15	16.13	Visit and discuss relationship between Birmingham University and VP Sports and feedback on any suggested changes to Newman systems.	Next meeting	NR/SM	Not complete – RB to discuss at relevant meeting next week.
30/04/15	17.5.1	Make arrangements for preparing annual account 14-15	ASAP	RB	
30/04/15	17.6	Create a new reporting template for Officers	Next meeting	RB	
30/04/15	17.7	Feedback ideas for further improvements to the course rep. system, particularly with getting a cross institution view from reps.	In time to be implemented 15/16	GH/SM	
30/04/15	17.7	Consider format/template for Annual Student Voice Report	Template and 2014/15 submitted to next meeting	LH/JW	
30/04/15	17.11 and 17.15	Make relevant budget amendments	Immediately	RB	
30/04/15	17.14	Make relevant changes to training Create Comms plan Set up buddy system for sabbs	Immediately End of May ASAP	RB JW GH	
30/04/15	17.16	Draft relevant Constitution changes, in particular	Next meeting	LH/JW	



		Trustee Recruitment Processes.			
30/04/15	17.18	Look into Risk Management policy for student support	ASAP	RB	
30/04/15	17.19	Set Draft Agendas for next year's meetings	Summer	RB/LH/JW	