



## **Trustee Board Meeting**

Minutes of the 18<sup>th</sup> (Extraordinary) meeting, held on 18<sup>th</sup> June 2015 in ST201 at 14.00.

### **18.1 WELCOME AND DECLARATION OF INTERESTS**

The Committee and new members were welcomed and introduced.

In attendance:

President – Leah Hughes - Chairing

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

### **18.2 APOLOGIES OR ABSENCE**

Executive Member – Katie Masterson - Holiday

Isabella Wray – Student Trustee 15/16 - Absent

## **AGENDA ITEMS**

### **18.3 NUS DIAGNOSTIC REPORT DISCUSSION**

#### **18.3.1 Initial Thoughts**

The report was good, not overly prescriptive however thorough and raises many points to be considered further.

The board should consider any restrictions when



implementing recommendations such as staff or funding as well as the Strategic Plan and the impact of these.

None of the recommendations were dismissed or deemed inappropriate.

- 18.3.2 Recommendation 7.1 – The Commencement of 'Quality Students' Unions' as a continuous improvement tool. It was agreed part A of this is not beyond reach within the year, criteria were discussed, RB asked to evaluate how close to achieving Part A the Union is and what else would be required. The board should reflect on this in the September meeting and agree by December whether to submit for this or not. Part B to be considered after part A achieved.

**Action Required: RB**

- 18.3.3 Recommendation 7.2 – The Use of NUS's free Strategic Planning and Marketing Research Tool

The recommendations 7.2-7.4 were discussed together due to overlapping topics.

Recommendation 7.2 – It was agreed that the Board is happy with the current direction of the Union; however in-line with the recommendation would like to refine it a little further. It was requested to contact NUS to query how this would work with the support available.

Recommendations 7.2, 7.3 and 7.4a – Contact NUS and see what support is available and what this would involve and report back to September Board meeting. RB, JW and NR to implement 7.2 during the autumn term (Semester 1) if deemed appropriate. Following discussion



with NUS 7.2 should be the immediate priority and then use this to inform recommendations 7.3 and 7.4a from December onwards.

RB/JW to look at what NUS Planning/Research tool involves and to decide how feasible this would be and suggest some key 'milestones' for what could be achievable or not within the year.

**Action Required: JW/RB**

It was noted that the Strategic Plan is missing operational targets for the year. I was suggested to create a table of Activities planned so far for the year against Strategic Plan objectives to highlight what objectives are already covered and any which require further attention.

**Action Required: RB**

It was suggested a future report from NUS could look into the Trustee Board's effectiveness, this would need to follow on from any Strategic Plan work.

Another focus for early in the first semester should be to consider what the Sabbatical roles are and what they are paid to ensure any changes are made in time for elections.

**Action Required: JW/RB**

18.3.6 Recommendation 7.5 - It was agreed that the best way to improve this would be to ensure that:

- Sabbaticals have regular 1 to 1 meetings with Key university staff, including but not limited to the Vice-Chancellor



- Continue the 'Staff open day' initiative
- Once a term newsletter for staff and students of key achievements for that period
- Create and follow a procedure to ensure Sabbaticals and Students rep.s as appropriate fully understand agendas for meetings by meeting with a suitable person (the Chair?) in advance of the meeting to discuss the agenda, ideally allowing enough time to seek quality student feedback as appropriate.

**Action Required: JW**

18.3.7 Recommendation 7.6 – GH to forward a list of core polices/procedures, RB to compare to current policies/dates passed by September for further discussion.

**Action Required: RB**

18.3.8 Recommendation 7.7 – To consider fully towards the end of the Academic year, however in the meantime to make more effort to keep in touch and attend joint events with other Unions. Contact should be made with Sophie, the new manager at Worcester Union in particular.

**Action Required: RB/JW/NR**

18.4 A.O.B.

18.4.1 Sabbatical Change

The Board Thanked LH for her hard work over the year and wished her the best of luck for her P.G.C.E.

18.4.2 Agendas

Should be drafted for the rest of the year ASAP.

**Action Required: JW/RB**



Newman **Students' Union**

TB18 18-06-15

Meeting ends 16.00



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

Date	Minute	Action to be Taken	Deadline	Person Responsible	Comments
18/06/15	18.3.2	Evaluate 'Quality Students' Unions' Part A	September Board Meeting	RB/JW	
18/06/15	18.3.3	Contact NUS re: research tool Set appropriate milestones	September Board Meeting	RB RB/JW/NR	
18/06/15	18.3.3	Plot Exec. plans against Strat. Plan Objectives	September Board Meeting	RB	
18/06/15	18.3.3	Consider Sabb roles and Pay	Early 1 <sup>st</sup> Semester	JW/NR/RB	
18/06/15	18.3.6	Schedule key meetings Create procedure Check Newsletter Template is ready for use	Early July Early July Summer	JW JW NR	
18/06/15	18.3.7	Consider policies in place/requiring attention	ASAP	RB	
18/06/15	18.3.8	Keep in touch with other Unions/Contact key Sophie	On-going	JW/NR/RB	
18/06/15	18.4.2	Draft Agendas for the Year	ASAP	JW/RB	