



01Board of the Trustees

06.09.18

Action

1 ATTENDANCE

1.1 Present

Amanda Campbell-White (Officer trustee), Mary Copsey (Officer trustee), Tanya Curry (Lay trustee), Laura Douds (Officer trustee), Matt Hayes (Officer trustee), Fraser Luther-Yarwood (Officer trustee), Teresa Jordan (Lay trustee), Jason Snowdon (Lay trustee), Nick Worrall (Lay trustee)

In Attendance

Linda Collett (Minute taker), Bethan Dudas (Advocacy & Engagement Director), Jo Harbrow (Activities & Operational Director)

1.2 Apologies

Richard Halderthay (Lay trustee), Lusungu Muwowo (Student trustee), Helena Schofield (Student trustee)

1.3 Absent

Matthew Ensor (CEO)

1.4 Declaration of interest

None

New trustees were welcomed and the new deputy Chair was confirmed as TC.

2 ACCEPTANCE OF PREVIOUS MINUTES

2.1 Accuracy

The previous Minutes were accepted as a true record.

2.2 Matters Arising

All actions had been completed.

20.1 – Budget 2018-19 – Copies to be circulated to new members.

LC

21.2 – Finance report – Management accounts to be made available to members via Dropbox

LC

21.3 – HE legislation – Links to NUS and Bates Wells and Braithwaite updates to be circulated to new members.

LC

21.3 - SUSS pension – A virtual update meeting was to be held by NUS on 18 September, the results of which would be sent to the Finance & Risk (F&R) committee.

BD

22.2 – Books Plus review - As the proposed withdrawal of the Books Plus scheme would have an impact on income, it was agreed that this should be included on the Risk Register.

JH

3 ITEMS FOR APPROVAL/DISCUSSION

3.1 Two year operation plan

It was noted that the current strategic plan had been written following extensive research in

2015, and although the Mission, Vision and Values were still relevant, new budgetary constraints and a restructure within the University had resulted in previously-set targets becoming unrealistic. It was agreed that, for the forthcoming year, the Union should deliver a core business plan with stretching targets on financial sustainability, employee engagement and commercial income and identified, SMART KPIs which the Board would monitor. Executive summaries from each department would be taken to relevant committees.

BD/JH

BD/TC

The Board extended thanks to managers for their work on the operational plans.

A new strategic plan for 2019 onwards would be formulated during the year with support from the Board.

BD/JH

3.2 Trading Company paper

As the Union's trading company was currently dormant, external tax advice had been sought on the tax benefits of re-opening the company. It was noted that, as there would be personal responsibility for the trustees in the event of any error in payment of corporation tax, current Directors' and Officers' insurance would be essential. The Advocacy and Engagement Director would ensure that this was in place.

BD

It was unanimously AGREED that the trading company be re-opened.

3.3 Staff and officer engagement action plan

This item was delegated to the HR and Employee Engagement (HR&EE) committee for discussion and approval.

LC

3.4 Amendments to bye laws

It was noted that further amendments to the bye laws were necessary due to some outdated practices and the University restructure and that these had been agreed by the Executive meeting on 28 August.

It was confirmed that, in the event of a campaign rep position being unfilled, that campaign would not be run, although officers would take on some aspects as part of their respective campaign plans.

TJ requested clarification about the contents of the handbook with particular reference to free societies. The Activities and Operations Director would arrange a meeting to discuss this.

JH

The Board unanimously APPROVED the changes to bye laws 2-6.

3.5 Approval of democratic calendar

The Board APPROVED the proposed dates for student members' meetings.

3.6 Appointment of members to sub committees

The Board APPROVED the proposed officer attendance at sub-committee meetings.

3.7 Guest speaker policy

The Board APPROVED the review of the Guest Speaker policy.

4 STANDING ITEMS

4.1 Chief Executive's report

The SMT update report was presented.

The Advocacy and Engagement Director confirmed that necessary procedures were now in place to ensure compliance with the GDPR and that she would be taking the project forward. All staff now receive GDPR training.

BD

The A&G committee would oversee the GDPR risk with an audit and any potential breaches as standing items on the agenda.

BD/LC

The Board extended their thanks to the Advocacy and Engagement and Activities and Operational Directors for stepping up in the absence of the CEO.

4.2 Financial report

As there were some errors identified in the report, it was agreed that these would be discussed with the Finance Manager. It was also agreed to conduct a review of the Finance function and to include the single point of risk on the risk register. This review would be taken to the F&R committee for discussion and approval.

TJ

4.3 To receive minutes of the sub committees

- Appointments and Governance
- Finance and Risk
- HR and Employee Engagement

No meetings of the sub committees had taken place since the last Board meeting.

Dates for future meetings of sub committees and the full Board to be agreed and circulated to members.

LD/LC

ITEMS TO NOTE OR FOR INFORMATION

5.1 Annual Impact report

The annual Impact report was noted.

5.2 Volunteering consultation update

The volunteering consultation update was noted. This item also to be taken to HR&EE.

LC

5.3 University Wellbeing strategy update

A verbal update on the University Wellbeing strategy was given to the Board.

5.4 Board Effectiveness Review

The Board Effectiveness review would be taken to A&G for discussion.

5.5 To note report from interim Student Council meetings

- AGM meeting 2 May 2018
The report from the AGM on 2 May was noted.

5.6 To note report from interim Executive meetings

- Executive committee 25 May 2018
- Executive committee 20 June 2018
The reports from the Executive meetings on 25 May and 20 June 2018 were noted.

ANY OTHER BUSINESS

Trustee induction

Inductions for new trustees would be arranged. Details from previous trustee inductions to be added to Dropbox.

BD/JH
LC

Details of recent appointments would be communicated via the website and other media.

BD

RESERVED ITEM

The minutes from the Extraordinary Board meeting on 16 August were circulated. The minutes were accepted as a true record.

DATE AND TIME OF NEXT MEETING

Wednesday 5 December – 3.00-7.00 pm – Chelmsford Tin 102



A handwritten signature in blue ink, followed by the date '5/12/18' written in black ink.