

**01 Board of the Trustees**  
**20/10/15**

**Action**

**1 ATTENDANCE**

**1.1 Members Present**

Grace Anderson (Officer trustee) James Barlow (External trustee), Melanie Digney (External trustee), Sarah Haider (Officer trustee), Paul McHugh (External trustee), Sophie May (Officer trustee), Evalyn Oloo (Student trustee), Leigh Rooney (Officer trustee), Kathleen Vanderpuye (Student trustee), Sammi Whitaker (Officer trustee)

**In Attendance**

Linda Collett (Minute taker), Matthew Ensor (Chief Executive)

**1.2 Apologies**

Gail Cottage (Student trustee)  
Janice Maclean (External trustee),  
Claire Sharples (External trustee)

**1.3 Absent**

None

**1.4 Declaration of interest**

Officers declared an interest in item 6

**2 ACCEPTANCE OF PREVIOUS MINUTES**

**2.1 Accuracy**

80.2 – 66 – GS should read GC.

The previous Minutes were accepted as a true record.

**2.2 Matters Arising**

84 – Chief Executive report – ME had circulated the NUS guidelines on responding to PREVENT to the board. He had also set up meetings with JB. ME will present a vision for the SU for the next meeting.

89 – Student trustees' update – ME had consulted the Articles regarding previous officer trustees becoming student trustees and there was no indication that this should not happen. As student and officer trustees were different positions, the terms of office would be unrelated.

91 – SUSS report – This was on the agenda at item 15.

92 – AOB – Officer salary benchmarking report - This was on the agenda at item 6.

**ME**

**3 NSS RESULTS ANALYSIS**

It was noted that the University report had also been included. Overall satisfaction with the Students' Union as recorded in question 23 of the National Student Survey had dropped from 66% in 2014 to 63% in 2015, which was in line with several other Million Plus universities also dropped. Anglia Ruskin SU is committed to reducing the number of students who neither agree nor disagree that they are satisfied with the SU to between 10% and 14% and the University has a specific target in its Corporate Plan to increase satisfaction with the SU to 75%.

The areas which showed the biggest drop were 18-21 year old ALSS students in Cambridge: the free text comments show that these students are most dissatisfied with social and events issues.

It was noted that there was a list of proposed actions to improve satisfaction and that in the next three years a more specific vision was needed, which would be identified by the Redbrick research.

It was also noted that although the Union was performing well for hard to reach groups of students, it was the "traditional" students' expectations that were holding the score back. The target of 75% for the SU in the NSS by 2017 was a milestone in the University's corporate plan. Having this target ensures the union is a priority for the University.

It was **NOTED** that the paper would be going to the SSIG meeting on 23 October.

#### **4 UPDATE ON REDBRICK RESEARCH TIMETABLE**

The timetable for the development of the new strategic plan was presented. It was noted that research was currently underway.

The paper was **AGREED**.

#### **5 CHIEF EXECUTIVE'S REPORT**

Freshers' - ME reported that this year's freshers' had been one of the most successful on record. The Books Plus scheme had enhanced the attractiveness of the NUS Extra cards.

CEO 360 review – Peacock Training were due to start the 360 review this month.

Trustee recruitment – It was agreed that GA and LR would sit on the Appointments Committee as officer trustees and MD would sit as external trustee.

The Board asked ME to speak to GC about her future abilities to perform duties as a trustee as some concerns had been expressed as her attendance at meetings had been below what would normally be expected of a Board member. This would be an item on the next Board agenda.

Presentation by Helen Valentine – It was agreed that it may be beneficial to receive a more regular update from the University and it was suggested that the Union prepare an "Our ideal University" paper.

Meeting with Roderick Watkins – Following the discussions with Roderick Watkins the Board felt it inappropriate for him to have a formal relationship with the Board, but were happy to meet with him on an informal basis when required. It was also noted that NUS guidance was against members of University staff being part of the Board as this could result in a conflict of interest. ME to feed this back to RW.

Recruitment of Administration manager – The Board noted that the staffing committee

had yet to make a decision on the job description on the replacement for the Admin Manager, following Catherine Wakeling's departure and Sarah Rothera's flexible working request. Once a decision had been taken ME and MD would agree the recruitment process.

ME/MD

Bar theft – A paper was tabled regarding the recent loss of stock from the Chelmsford bar. A series of measures had been put in place to reduce the risk of this happening again. These included staff training, improvements to key security and further restrictions on access to the area behind the bar.

#### **OFFICER REMUNERATION BENCHMARKING**

The Board accepted the officers' notification of conflict of interest but did not require them to leave the meeting for this item.

ME presented a benchmarking paper gathering data from 91 other UK students' unions on officer salary scales. This research showed that Anglia Ruskin SU pays well below the sector average for student officer roles. The Board **AGREED** that the interim measure would be implemented with effect from 1 November and that the full recommendation would be implemented for the officer team for 2016-17 once the governance review had taken place.

#### **7 FINANCIAL REPORT**

The financial report was presented to the Board.

It was noted that the auditors had one query but no concerns. It was further noted that the process of monthly phasing would be refined over time.

Officers expressed the need for some financial training and it was agreed that JB would provide this to any of the trustees who needed it.

JB

#### **8 OFFICERS' REPORTS**

Officers presented their reports to the Board.

The reports were received and **NOTED**.

#### **9 STUDENT TRUSTEES UPDATES**

KV expressed thanks for the refresher training which she had found useful. A recommendation was made that this should take place earlier in the year in future.

#### **10 RISK REGISTER**

The Board accepted the increased risk under B2/3/5 relating to staff turnover and recruitment and retention of staff. ME was actioned to monitor this. The risk register was considered and **APPROVED**.

#### **11 SU RESPONSE TO HEFCE CONSULTATION ON QUALITY ASSURANCE**

The paper was introduced to the Board and thanks were extended to Daniel Login, Jordan Lewis and Debbie Paradise for their assistance in preparing it.

The paper was **NOTED**.

**12 ELECTIONS REPORT**

This item was carried forward to the next meeting as it was currently the voting period in the rep elections.

**13 DEPARTMENTAL END OF YEAR REPORTS AND ANNUAL PLANS FOR THE YEAR AHEAD**

This item was discussed at the previous meeting.

**14 LEGISLATION CHANGES**

It was confirmed that there were no significant concerns for the organisation under the recent changes to the safe harbour regulations for data protection. ME suggested that Board members sign up to the BWB charity updates newsletter via the link on the email which he would circulate.

**15 SUSS UPDATE**

The September 2015 issue of the SUSS newsletter had been circulated and it was noted that the Union's auditors were implementing changes to the balance sheet in line with FRS 102.

**16 ANY OTHER BUSINESS**

None

**DATE AND TIME OF NEXT MEETING**

**Tuesday 15 December – 4.00-7.00 pm by video conference**

*S. Whitaker*  
15/12/15