



01Board of the Trustees

23/8/17

Action

1 **ATTENDANCE**

1.1 Present

Tanya Curry (Lay trustee), Melanie Digney (Lay trustee), Laura Douds (Officer trustee), Richard Halderthay (Lay trustee), Johanna Korhonen (Officer trustee), Kirran Khan (Officer trustee), Janice Maclean (Lay trustee), Daryl Sharpe (Student trustee), Jamie Smith (Officer trustee), Eliza Torres (Officer trustee)

1.2 In Attendance

Linda Collett (Minute taker)

Bethan Dudas (Advocacy & Engagement Director = item 3 only)

Matthew Ensor (Chief Executive)

1.3 Apologies

James Barlow (Lay trustee)

Paul McHugh (Lay trustee)

Kathleen Van der Puye (Student trustee)

1.4 Absent

None

1.5 Declaration of interest

All those present who are paid employees of Anglia Ruskin Students' Union

2 **ACCEPTANCE OF PREVIOUS MINUTES**

2.1 Accuracy

It was agreed that the previous minutes were an accurate record.

2.2 Matters Arising

35 – CEO report – Minute regarding VCG still to be amended. LC

35 – CEO report – the updated organogram forms part of the CEO report for this meeting.

41 – Life membership – a paper would be taken to the November meeting of the A&G committee. ME

48 – Budget 2017-18 – JS to raise timing of the outcome of the Union's financial bid at the next officers meeting with the Vice Chancellor. JS

49 – ARU London – ARU London bye law to be considered at the November meeting of the A&G committee. TC

51 – CEO report – Officer trustees had been appointed to the relevant sub-committee vacancies.

58 – Deputy chair – An email had been circulated asking trustees to register their interest.

59.1 – Staff feedback – A report will be circulated to all staff following this and future Board meetings. JS/ME

59.2 – Remuneration committee – Officers' pay had been reviewed and a cost of living increase agreed.

J Nailecum
129/4/7

3 STRATEGIC PLAN REVIEW AND UPDATE

BD introduced the paper and explained the process by which the recommendations were reached. These were discussed and it was agreed that the current strategy was right and that the operational plan was good, but it was advised that further consideration should be given to staffing resources. It was agreed that the existing plan should continue for twelve months and then be reviewed. Therefore the Board APPROVED option 3.

4.1 CHIEF EXECUTIVE'S REPORT

Job Evaluation

It was noted that the majority of staff had accepted the new terms and conditions following the job evaluation.

Organogram

Questions were raised about the work-load for the position of Engagement and Volunteer Centre Manager, but it was noted that each area had an assistant manager in order to spread the work-load.

ET

It was requested that an item be included on the next HR & EE agenda to assess level of risk for the risk register and provide succession planning for the SMT roles and those of HR & People Operations and Finance Manager.

Student trustees

It was noted that the Student Employment Bureau and Volunteering service would be enlisted to assist in the recruitment of student trustees.

It was noted that the membership of the F&R had been designed to be as least prescriptive as possible and that there was currently no vacancy for a student trustee.

NSS

It was noted that ARU's score in the NSS had fallen below the national average in 2017, and that the University were concerned about the reasons behind this. However, the SU the score for the new Question 26 was well above the national average at 62% and in the 26%ile nationally.

4.2 FINANCIAL REPORT

It was noted that the increased number of cross campus staff had contributed to the increase in transport costs and that there was some work to be done with regard to sustainability in transport, particularly when the pool car leases are due to be renewed.

Thanks were extended to the commercial team, in particular Tom Manville, for their work in improving the viability of the Union's commercial operations.

4.3 MINUTES OF THE SUB COMMITTEE

It was requested that chairs of the sub committees received minutes from the meetings in advance

LC

of the main Board meeting.

APPOINTMENTS AND GOVERNANCE

Trustee buddying to be discussed outside of the meeting. It was hoped that this system would be in place before the recruitment of new student trustees.

The minutes were noted.

FINANCE AND RISK

The minutes were noted.

HR & EMPLOYEE ENGAGEMENT

It was noted that insurance was in place for IT equipment and that the most any employee would be liable for in the event of loss or damage, would be £50.

The minutes were noted.

REMUNERATION COMMITTEE

A decision on the officer salary cost of living increase had been agreed via email.

5 MINUTE FROM EXECUTIVE MEETINGS

The minutes from the meetings on 28 June and 28 July were noted.

6 ANY OTHER BUSINESS

CHARITY GOVERNANCE CODE

Copies of the new code were circulated. It was noted that the new code operated on a "do or explain" basis and that current procedures were already examples of good practice. The code would be discussed by the A&G committee and mapped against the Board effectiveness review, before forming part of a report from the trustees as part of the audited accounts.

TC

FUTURE AWAYDAY DATES

It was agreed to identify possible dates and circulate a Doodle poll.

ME/L
C

It was suggested that suitable projects for the focus for future Away Days be identified.

ME

The meeting closed at 5.05 pm.

DATE AND TIME OF NEXT MEETING

WEDNESDAY 29 NOVEMBER – 3.00-7.00 pm - CHELMSFORD

J. Nadeau
3 29/11/17