

01 Board of the Trustees
29/10/2013

Action

1 ATTENDANCE

1.1 Members Present

James Barlow (External trustee), Megan Bennett (Officer trustee), Gabbi Foreman (Officer trustee), Jack Goodwin (Officer trustee), Tomeeka Johnson (Student trustee), Paul McHugh CHAIR (External trustee), Patrick Selby (Student trustee), Daryl Sharpe (Officer trustee) Claire Sharples (External trustee)

In Attendance

Linda Collett (Minute taker), Jo Harbrow (Student Experience Manager - Activities), Debbie Paradise (Advice Service Manager), Guy Stepney (Representation & Communications Manager), Gill Thompson (Chief Executive)

1.2 Apologies

Cheryl Brint (Student trustee), Gail Cottage (Student trustee), Janice Maclean (External trustee), Darryl Rodrigues (External trustee), Fran Rust, (Officer trustee),

1.3 Absent

None

1.4 Declaration of interest

None

2 ANNUAL DEPARTMENTAL PLANS

JH presented her departmental plans and took questions from the board.

Student Activities

She explained that online memberships would provide more data which would enable more intelligent usage of the data.

Volunteering

She explained the assessment process for Investors in Volunteers.

Sport Volunteering

She explained that it was part of the University's strategy to become involved in the community.

Advice

DPa presented her departmental plan. There were no questions from the board.

GS presented his departmental plans and took questions from the board.

Representation

He explained the disciplinary procedure for reps and that this had been passed by Union Council. He gave a brief report on the recent rep elections and explained that it was hoped that there would be approximately 75% of places filled by the end of week 5. He went on to explain how, in order to make sure that all reps were elected, there needed to be consultation through the hierarchy of academic staff.

Communications

He explained about strengthening the brand. The board offered congratulations on the info-graphic and requested that this be cascaded to staff involved.

Democracy and Office

The departmental plan was presented. There were no questions from the board.

Commercial

Debbie Baisden, the new Commercial Development manager was invited to present her departmental plan at the next meeting. It was noted that she will be working on developing a monthly event in the Academy. There had been complicated negotiations regarding the use of the space which had resulted in it now being a bookable space. She has also been putting controls and procedures in place on both campuses.

3 ACCEPTANCE OF PREVIOUS MINUTES

3.1 Accuracy

It was noted that Megan Bennett was an officer trustee, not a student trustee. The previous Minutes were accepted as a true record.

3.2 Matters Arising

40.2 – 31 – Green bid – FR was still awaiting feedback from NUS.

40.2- 32 – Trustee accountability (publication of minutes) – This item to carry forward.

42 – Copyright – GT confirmed that Getty Publications had been paid on 9 September.

8.1 – Student newspaper – FR had done some research – GF to follow this up with FR. This item to be included on the agenda for the next meeting.

**GF/FR
LC**

4 STUDENT TRUSTEES' REPORTS

Student trustees reported that they were becoming accustomed to their role and appreciated the level of training and support that they were receiving. It was noted that input from student trustees was vital to the running of the board.

5 CHIEF EXECUTIVE'S REPORT

1. Freshers', Welcome Week and International Orientation

Very positive feedback had been received from University staff on both Welcome Week and the Freshers' fairs. Officers had done full induction talks at the request of faculty staff, rather than the abbreviated version originally requested by the University – GT would be feeding this back to the University.

2. Elections

It was noted that GF had been elected as one of the conference reps.

3. Sport

There was a concern about how membership money would be managed by Active Anglia but it was hoped that students would advise the SU if they experienced any problems. The SU was still responsible for the democratic side of clubs. It was noted that the newly elected Sports Club rep in Cambridge would be briefed on the issues. It was requested that a review of the progress of less competitive teams be brought to the next meeting.

4. Staffing

The board offered congratulations to all newly appointed staff.

6. National Students' Survey

The University would be targeting courses with large classes of students who historically have responded neutrally. Although the satisfaction level for the SU had increased, the Big 10 would continue to run and the results would be included in departmental one page plans.

7. Made a difference awards

The budget would be the same as the last year but different venues were being considered to ensure that the "Wow" factor was maintained.

8. Audit 2012-13

The auditors had not yet finished but the report should be available by the end of the week.

10. Visit to Wright State University, Ohio

This would take place from 16-25 November and would be funded by Wright State University and Anglia Ruskin University.

GT

DS/JG

6 FINANCIAL REPORT

GT to send accounts to JB and CS when received. There was some doubt as to whether the budget phasing was correct and GT and JB will be working on this with Laura Beckers.

The variance on MK54 was attributed to an up-front payment for three months of insurance and it was noted that there were £11,000 in unspent funds for the boat club which would go back to the University.

7 OFFICERS' REPORTS

Officers presented their reports and took questions from the Board.

The reports were received and noted.

8 RISK REGISTER

The risk register was reviewed and it was agreed that no amendments were required.

9 ANY OTHER BUSINESS

None

10 DATE AND TIME OF NEXT MEETING

Thursday 5 December – 4.00-7.00 pm by video conference