

02 Board of the Trustees
05/12/2013

Action

11 ATTENDANCE

11.1 Members Present

Fran Rust, CHAIR (Officer trustee), James Barlow (External trustee), Paul McHugh (External trustee), Megan Bennett (Officer trustee), Cheryl Brint (Student trustee), Jack Goodwin (Officer trustee), Tomeeka Johnson (Student trustee), Janice Maclean (External trustee), Patrick Selby (Student trustee), Daryl Sharpe (Officer trustee), Gabbi Foreman (Officer Trustee)

In Attendance

Gill Thompson (Chief Executive), Sarah Rothera (Minute taker), Debbie Baisden (Commercial Development Manager)

11.2 Apologies

Gail Cottage (Student trustee), Darryl Rodrigues (External trustee), Claire Sharples (External trustee)

11.3 Absent

None

11.4 Declaration of interest

None

12. Annual Departmental Plan - Commercial

DB presented her departmental plan and took questions from the Board.

She explained that the main focus would be to develop events in Cambridge and Chelmsford to increase income, create more revenue via media sales and increase students' awareness of the shop and develop the product line.

GT thanked DB for all her hard work so far. The Board congratulated DB on the plans.

16. Financial Report – Schedule 3

This item was moved up the agenda so that DB could comment on the commercial areas.

GT advised that there is still an issue with phasing and that she and JB are still looking into this.

DB is looking into the staffing costs in MK10 and will reduce this where appropriate.

MK23 is currently favourable to budget however some money will be re-coded out from here.

MK55 consultants – GT will look into why this figure has gone up and will email the answer to the Board.

GT

DB left the meeting.

13. Acceptance of Previous Minutes

13.1 Accuracy

It should be noted that managers left the meeting after they presented their departmental reports.

The previous Minutes were accepted as a true record.

13.2 Matters Arising

8.1 Student Newspaper – on the agenda for discussion.

5.1 Freshers' – GT is taking the feedback on induction talks to the next Welcome Strategy Group.

5.3 Sport – DS is still to meet with the Sports Club Rep to brief them on the concerns with Active Anglia and how clubs membership money is being managed.

DS

JG advised that he has received feedback from the Chelmsford rugby club that there are still problems with this, JG will raise this at USU.

JG

DS advised that in meetings she has had with Active Anglia she has been reassured that less competitive teams are progressing.

14. Student Trustee Feedback

PS asked if the Student Trustees could get more involved. GT advised she had arranged a Pre Trustee meeting to encourage students to become more active at the Board meeting. FR enquired if a Post Trustees meeting would help. FR will liaise with the Student Trustees.

FR

15. Chief Executive's Report

1. Ohio Visit – GT noted that there had been more visits to other universities than she had expected which was positive and that she will be sharing the information with other staff and officers and is also happy to share it with Trustees.

GT

TJ asked what the Community Commitment Day idea was. GT advised it is about encouraging students to get involved in community events.

2. Auto enrolment on to a pension scheme – GT advised that she had not heard back from Aegon yet but she hoped to before Christmas.

3. Customer Service Excellence – the audit took place and the University were re-awarded.

4. Recruitment and Induction – GT advised that the whole process is currently being reviewed by managers.

5. Budget Meeting – GT met with Mike Frost on the 13 November.

6. Strategic Planning Meeting – the date has been set to meet with the Vice Chancellor and his team on the 7 February 2014, the draft plan is considered later on the agenda.

7. Make a Difference – this took place on the 1 November.

8. Made a Difference – this is taking place on the 9 May at Fennes, Essex.

17. Officer Reports

Officers presented their reports and took questions from the Board.

The reports were received and noted.

18. Students' Union Environmental Report

FR advised that the report consisted of a breakdown of all the environmental work the Union are currently doing and propose to do in the future. This report was taken to the university Sustainability Meeting and presented there.

19. Appointment / Election of Student Trustees

FR verbally presented the idea of electing two and recruiting two Student Trustees.

A discussion took place and it was agreed that Student Trustees would continue to be recruited however the number of students that are approached to apply for the positions would be increased.

FR will liaise with the current Student Trustees on creating an appropriate advert for the position.

FR

20. Student Newspapers

FR advised that the University would like a student newspaper to be set up again.

FR will conduct a survey to ask students if they would like to see a newspaper on campus again.

FR

FR will arrange a meeting with the ALSS Faculty and DS to discuss this further and bring back the findings to the next Board meeting.

FR

23. Annual Accounts, Management Letter and CEO Report

This item was moved up the agenda as some Trustees had to leave early.

GT advised that the audit of the accounts had been completed and they were found to be accurate apart from the VAT, the University finance department are going through the adjustments now.

It was noted that the Board are very concerned about the situation with the VAT and that GT will inform the University of this.

The accounts were approved by the Board.

CB and PS left the meeting.

21. Strategic Planning Round

The Board was presented with a first draft paper for comment. GT advised the deadline for completion is 18 December.

The Board felt that the paper was too long, GT advised that she would send the Board the guidelines for the paper and requested feedback from them by the 10th December.

PMcH left the meeting.

22. Amendments to Bye Law 4 Elections

FR presented the changes and advised that this had been passed at the Union Council Meeting in November.

24. Any Other Business

24.1 Resignation

GT advised that she had received a resignation from Darryl Rodrigues as External Trustee therefore recruitment of two External Trustees and three Student Trustees would need to take place as three of the Student Trustees are in their final year.

GT

It was agreed that the External Trustees should be from an HR and Marketing background.

24.2 Funding for Students

FR advised the Board that the government has cut funding for students from lower incomes and this therefore has an impact on the University access agreements.

This will be added as an agenda item at the next meeting.

LC

25. Date and time of the next meeting: Monday 24th February 2014 between 4pm – 7pm via Video Conference